



EmpowHR 8.8 to 9.0 Transition Training

October 10, 2008

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EmpowHR 8.8 to 9.0 Transition Training

Module 1 Course Overview and Objectives

Course Overview and Objectives

EmpowHR 9.0 contains minimal changes to functionality. Following is an overview to the EmpowHR 9.0 changes, additions, and new functionality.

Navigation Changes

- Additional search criteria
- Additional Lookup icons

Pages

- Field names changed for clarification
- Fields moved and grouped for easy of entry
- Fields removed that are no longer required
- Functionality used only by specific agencies in 8.8 is now available to all agencies
- New links to sub-pages

New Menu Functionality

- Transit Subsidy
- Certification
- Education
- EHRI RSM
- Labor Relations

After completing this EmpowHR 9.0 Delta training, participants will be able to:

- Identify changes to navigation
- Identify changes to pages
- Enter transit allowance
- Enter certifications
- Enter educational information
- Review EHRI RSM information
- Review labor relations information
- Locate and be aware of new functionality

Note: Any changes to EmpowHR made after 10/10/08 are not included in this presentation.

Introduction to UPK



Using UPK

UPK is a documentation tool with the functionality to create courseware, online topic exercises, and job aids for use in a classroom setting.

It also provides the capability to be used as a tutorial at an individual's work station.



Using UPK

There are four modes available in the UPK Player:





Using UPK

UPK Modes

See It!

The See It! Mode enables the user to learn a task by watching an animated demonstration of tasks being performed in a simulated environment.

Try It!

The Try It! Mode enables the user to learn a task by practicing in a simulated environment with step-by-step instructions and guidance throughout the task. If a mistake is made, the system prompts the user to try again.



Using UPK

UPK Modes

Know It!

The Know It! Mode enables the user to practice a task with very little guidance. The user is graded on the performance.

Do It!

In the Do It! Mode, the user is guided through a task while he or she performs it in the live application.

NOTE: For classroom purposes, only the Try It! Mode is used.



Using UPK

How the UPK Simulation is Set Up

For this class, UPK guides the user through the changes to EmpowHR 9.0.

All changes are identified on the page by a bold blue box.

All new functions are identified on the page by a bold green box.

Entry fields or fields to select are outlined or highlighted in red.



This green book icon is used throughout the class. By clicking on it, the user can view an explanation of additions and changes to the system.

NOTE: Only required fields, new fields, removed fields, and changed fields are discussed.



Questions?

Module 2 Job Codes and Position Management

Overview and Objectives

The functionality in EmpowHR 9.0 is basically the same as the previous version. There are additional fields available as well as additional search criteria.

After completing this module, participants will be able to:

- Identify changes to Job Code functionality
- Identify changes to Position Management functionality

Job Codes

Overview

This section demonstrates the changes and additions to Job Code functionality in EmpowHR 9.0.

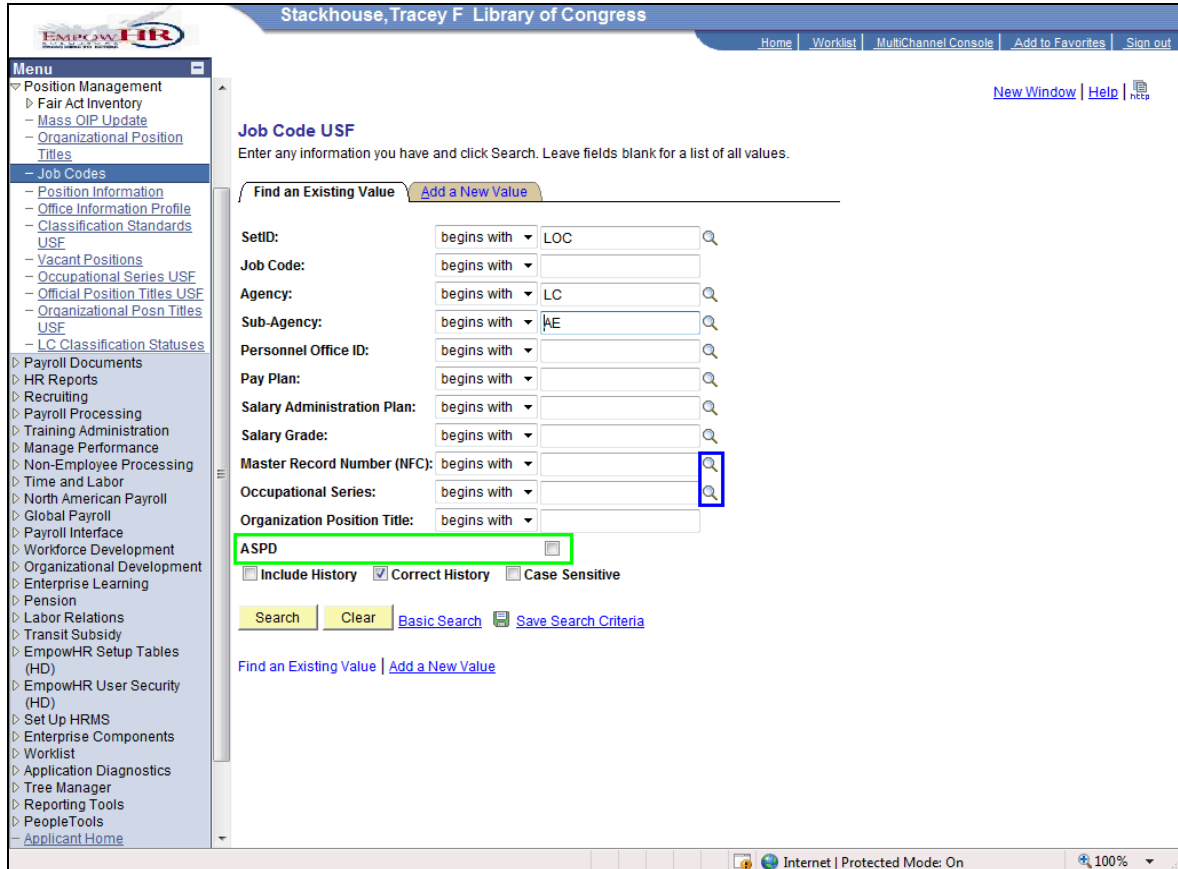
Job Code Changes

The following steps demonstrate the changes and additions to Job Code functionality in EmpowHR 9.0.




Step	Action
1.	Click the Position Management link. Position Management

Step	Action
2.	Click the Job Codes link. Job Codes




Step	Action
3.	Click the green book icon to view additions and changes on the Search page.

Field	8.8	9.0	Impact
Master Record Number	No Lookup Available	New Lookup Icon	Ability to look up field values for search.
Occupational Series	No Lookup Available	New Lookup Icon	Ability to look up field values for search.
ASPD	Not Available	New	Check this box to include ASPD.



Stackhouse, Tracey F Library of Congress

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

Menu

- Position Management
 - Fair Act Inventory
 - Mass OIP Update
 - Organizational Position Titles
 - Job Codes
 - Position Information
 - Office Information Profile
 - Classification Standards USF
 - Vacant Positions
 - Occupational Series USF
 - Official Position Titles USF
 - Organizational Posn Titles USF
 - LC Classification Statuses
- Payroll Documents
- HR Reports
- Recruiting
- Payroll Processing
- Training Administration
- Manage Performance
- Non-Employee Processing
- Time and Labor
- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Pension
- Labor Relations
- Transit Subsidy
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Applicant Home

Job Code USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

SetID: begins with LOC

Job Code: begins with

Agency: begins with LC

Sub-Agency: begins with AE

Personnel Office ID: begins with

Pay Plan: begins with

Salary Administration Plan: begins with

Salary Grade: begins with

Master Record Number (NFC): begins with

Occupational Series: begins with

Organization Position Title: begins with

ASPD ☐


☐ Include History ☒ Correct History ☐ Case Sensitive

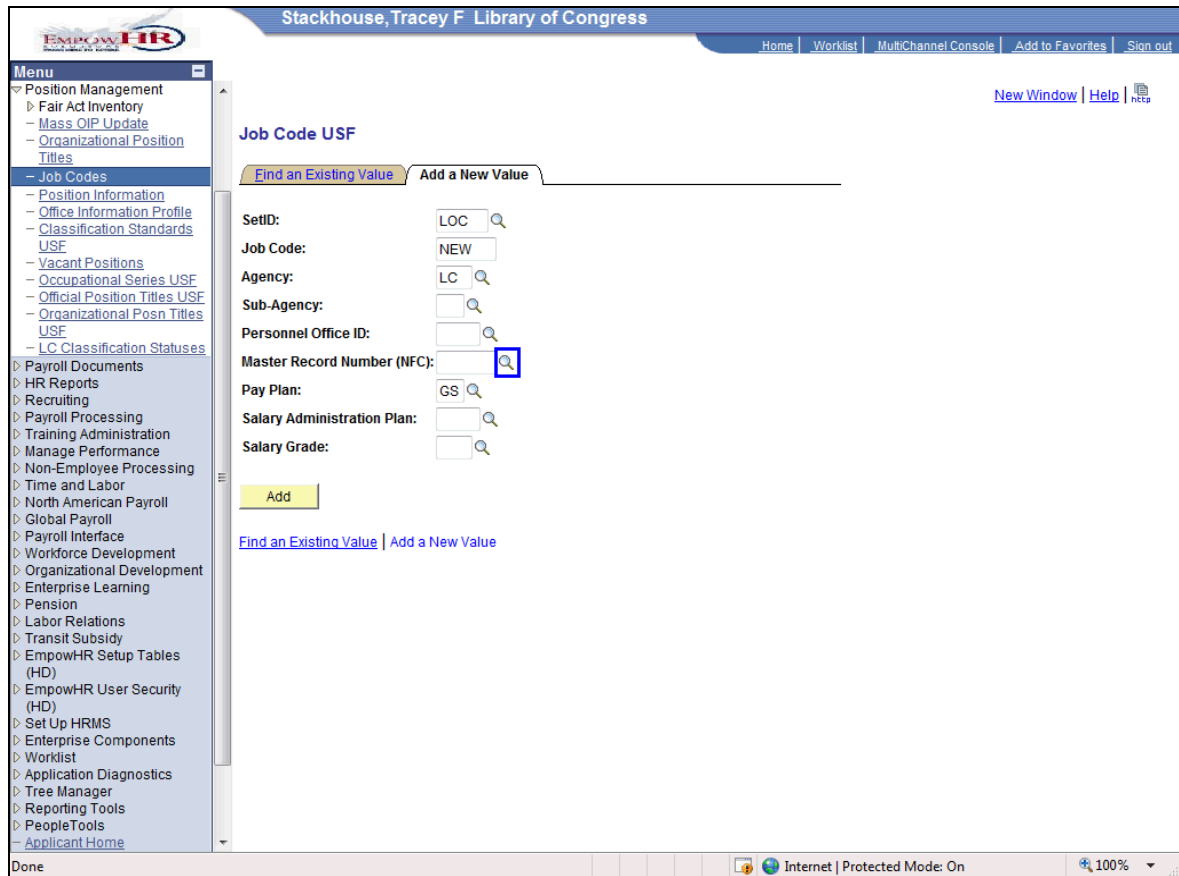
Search **Clear** [Basic Search](#) [Save Search Criteria](#)


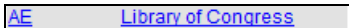
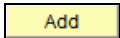
[Find an Existing Value](#) | [Add a New Value](#)

Internet | Protected Mode: On

100%


Step	Action
4.	Click the Add a New Value tab. 



Step	Action
5.	New Look Up icon for Master Record Number (NFC) .
6.	Sub-Agency is a required field in EmpowHR 9.0. Click the Look up Sub-Agency (Alt+5) button. 
7.	Click the Library of Congress link. 
8.	Click the Add button. 

Stackhouse, Tracey F Library of Congress

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | 

Menu

- Position Management
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- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Applicant Home

Job Code Profile | Default Compensation | Affected Positions and Emplids

SetID: LOC Job Code: NEW [Business Units that use this SetID](#) [Create JobCode from ASPD](#)

Job Code Profile Find First 1 of 1 Last

*Effective Date: *Status: Active Transaction Status: InProgress [Go To Row](#)

*Reason Code: NEW Agency Type: LOC

Occupational Series:

Official Posn Title Code: 9999

Official Title Prefix:

Organization Position Title:

[Detailed Jobcode Description](#)

Job Family: *Supervisory Status: 8 Other ☐ Medical Checkup Required

[Master Record Number \(NFC\)](#) *FLSA Status: Nonexempt

US Federal

Agency: LC Library of Congress [ASPD?](#) ☐ Created from ASPD:

Sub-Agency: AE Library of Congress Department

Position Location:

POI: 0103 Library of Congress

Pay Basis: Per Annum

Fund Source:

Parenthetical Title:

PATCOB Code:

Internet | Protected Mode: On 100%

Step	Action
9.	Click the green book icon to view additions and changes on the Job Code Profile page.

Field	8.8	9.0	Impact
Create Job Code from ASPD.	Not Available	New	Allows a user to create a job code using criteria from an existing job code.
Go to Row Button	Not Available	New	This button allows a user to go to a specific row in history. Not used during the Add process.
Master Record Number (NFC)	Not Available	New	This field is populated from the NFC Position Management System. (PMSO)
ASPD? Checkbox	Not Available	New	If the user creates a job code using the Create Job Code from ASPD function, this checkbox is selected.
Department	Not Available	New	Allows a user to enter a department number.
Bargaining Unit	Available	Removed	Not required in EmpowHR 9.0.
Financial Disclosure Required	Available	Moved	Located on the Default Compensation page.
Interdisciplinary Code	Available	Removed	Not required in EmpowHR 9.0.
IA Actions	Available	Removed	Not required in EmpowHR 9.0.

Stackhouse, Tracey F Library of Congress

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | Help

Menu

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Job Code Profile | Default Compensation | Affected Positions and Emplids

SetID: LOC Job Code: NEW [Business Units that use this SetID](#) [Create JobCode from ASPD](#)

Job Code Profile Find First 1 of 1 Last

*Effective Date: [] *Status: Active Transaction Status: InProgress Go To Row

*Reason Code: NEW Occupational Series: [] Agency Type: LOC

Occupational Series: []

Official Posn Title Code: 9999 Official Title Prefix: []

Organization Position Title: []

[Detailed Jobcode Description](#)

Job Family: [] *Supervisory Status: 8 Other Medical Checkup Required

Master Record Number (NFC) *FLSA Status: Nonexempt

US Federal

Agency: LC Library of Congress ASPD? Created from ASPD:

Sub-Agency: AE Library of Congress Department: []

Position Location: []

POI: 0103 Library of Congress

Pay Basis: Per Annum

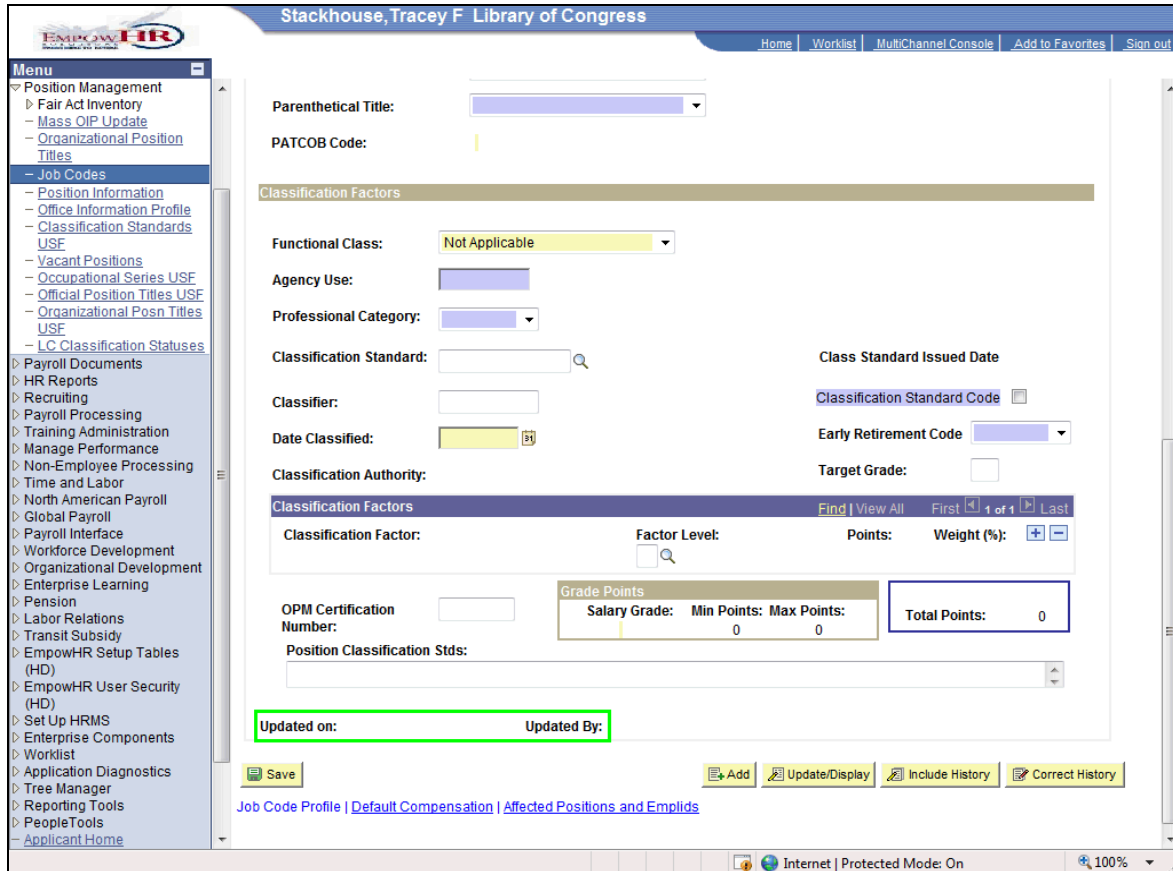
Fund Source: []

Parenthetical Title: []

PATCOB Code: []

Internet | Protected Mode: On 100%

Step	Action
10.	Click the scrollbar.



Step	Action
11.	Click the green book icon to view additions and changes on the remainder of the page.

Field	8.8	9.0	Impact
Updated On	Not Available	New	Date of change in record.
Updated by	Not Available	New	Identification of user making change.

Step	Action
12.	Click the Default Compensation link. Default Compensation

Stackhouse, Tracey F Library of Congress

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page

Menu

- Position Management
 - Fair Act Inventory
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- Tree Manager
- Reporting Tools
- PeopleTools
- Applicant Home

Job Code Profile Default Compensation Affected Positions and Emplids

SetID: LOC Job Code: NEW

Default Compensation Find View All First 1 of 1 Last

Effective Date: Status: Active PI Indicator: InProgress

Sal Plan/Grade/Step

Pay Plan/Table/Grade: Minimum Midpoint Maximum

Hourly:
BiWeekly:
Monthly:
Annual:

Optional Interdisciplinary Classification Find View All First 1 of 1 Last

Occupational Series
Official Posn Title Code
Parenthetical Title
Official Title Prefix

Interdisciplinary Code

Replaces Job Code Max Number of IA Financial Disclosure Required 0

Promotion Plan Not to be Filled Concurrently

Requirements

Driver License Required Typing (25) Required
Physical Required Training (40) Required

Remarks

Done Internet Protected Mode: On 100%

Step	Action
13.	Job Ratio Data is no longer needed on this page.

Stackhouse, Tracey F Library of Congress

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) | [Help](#)

Menu

- Position Management
 - Fair Act Inventory
 - Mass OIP Update
 - Organizational Position Titles
 - Job Codes
 - Position Information
 - Office Information Profile
 - Classification Standards USF
 - Vacant Positions
 - Occupational Series USF
 - Official Position Titles USF
 - Organizational Posn Titles USF
 - LC Classification Statuses
- Payroll Documents
- HR Reports
- Recruiting
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- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Applicant Home

Job Code Profile | **Default Compensation** | **Affected Positions and Emplids**

SetID: LOC Job Code: NEW

Default Compensation Find | View All First 1 of 1 Last

Effective Date: Status: Active PI Indicator: InProgress

Sal Plan/Grade/Step

Pay Plan/Table/Grade: Minimum Midpoint Maximum

Hourly:
BiWeekly:
Monthly:
Annual:

Optional Interdisciplinary Classification Find | View All First 1 of 1 Last

Occupational Series
Official Posn Title Code
Parenthetical Title
Official Title Prefix

☐ Interdisciplinary Code

Replaces Job Code Max Number of IA Financial Disclosure Required 0

☐ Promotion Plan ☐ Not to be Filled Concurrently

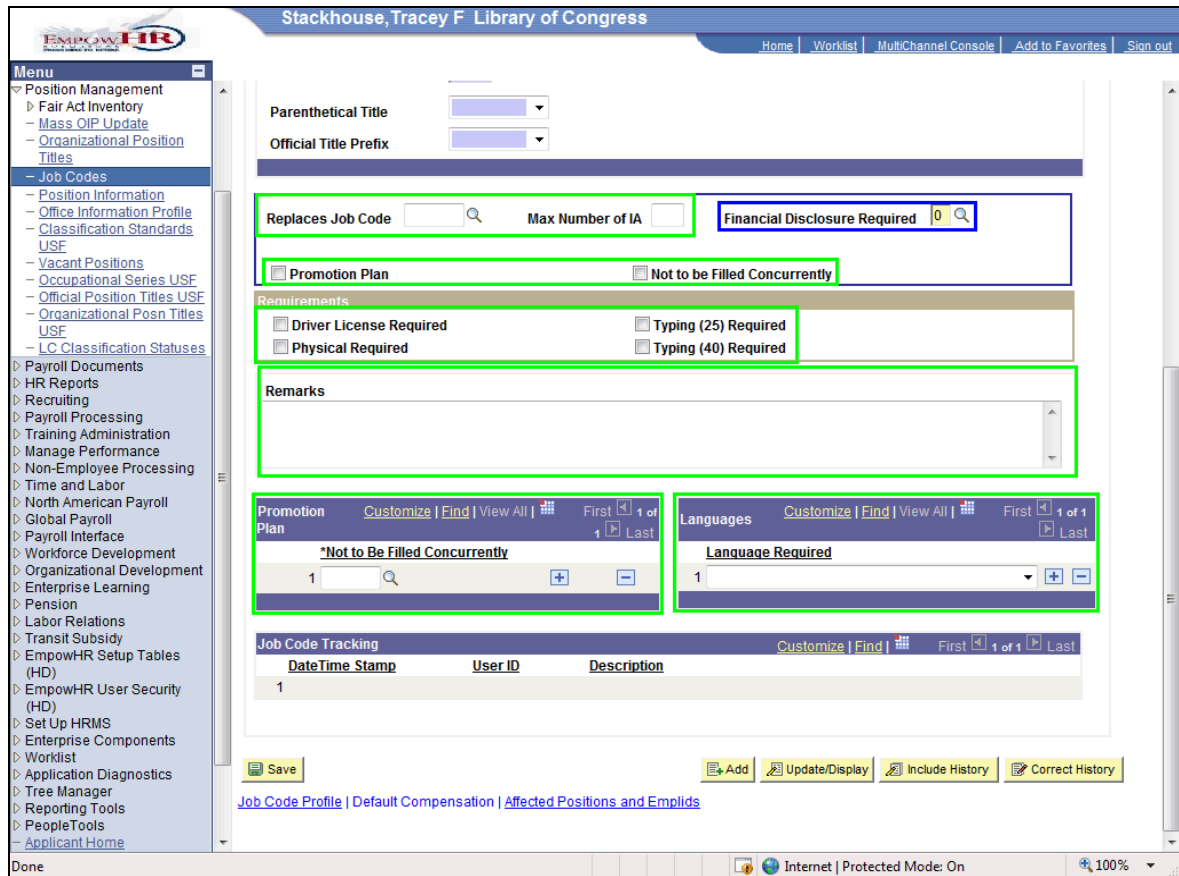
Requirements

☐ Driver License Required ☐ Typing (25) Required
☐ Physical Required ☐ Typing (40) Required

Remarks

Done Internet | Protected Mode: On 100%

Step	Action
14.	Click the scrollbar.



The screenshot displays the EmpowHR 8.8 to 9.0 Transition Training interface. The left sidebar shows the 'Menu' with various options like 'Position Management', 'Job Codes', 'Payroll Documents', etc. The main content area is titled 'Stackhouse, Tracey F Library of Congress'. It includes fields for 'Parenthetical Title' and 'Official Title Prefix'. Below these are sections for 'Replaces Job Code', 'Max Number of IA', and 'Financial Disclosure Required'. There are checkboxes for 'Promotion Plan' and 'Not to be Filled Concurrently'. A 'Requirements' section includes checkboxes for 'Driver License Required', 'Physical Required', 'Typing (25) Required', and 'Typing (40) Required'. A 'Remarks' text box is also present. At the bottom, there are sections for 'Promotion Plan' and 'Languages', each with a 'Customize | Find | View All' link and a 'First 1 of 1 Last' button. A 'Job Code Tracking' table is shown with columns 'DateTime Stamp', 'User ID', and 'Description'. The table has one row with the value '1'. At the bottom right, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. A link 'Job Code Profile | Default Compensation | Affected Positions and Emplids' is also visible.

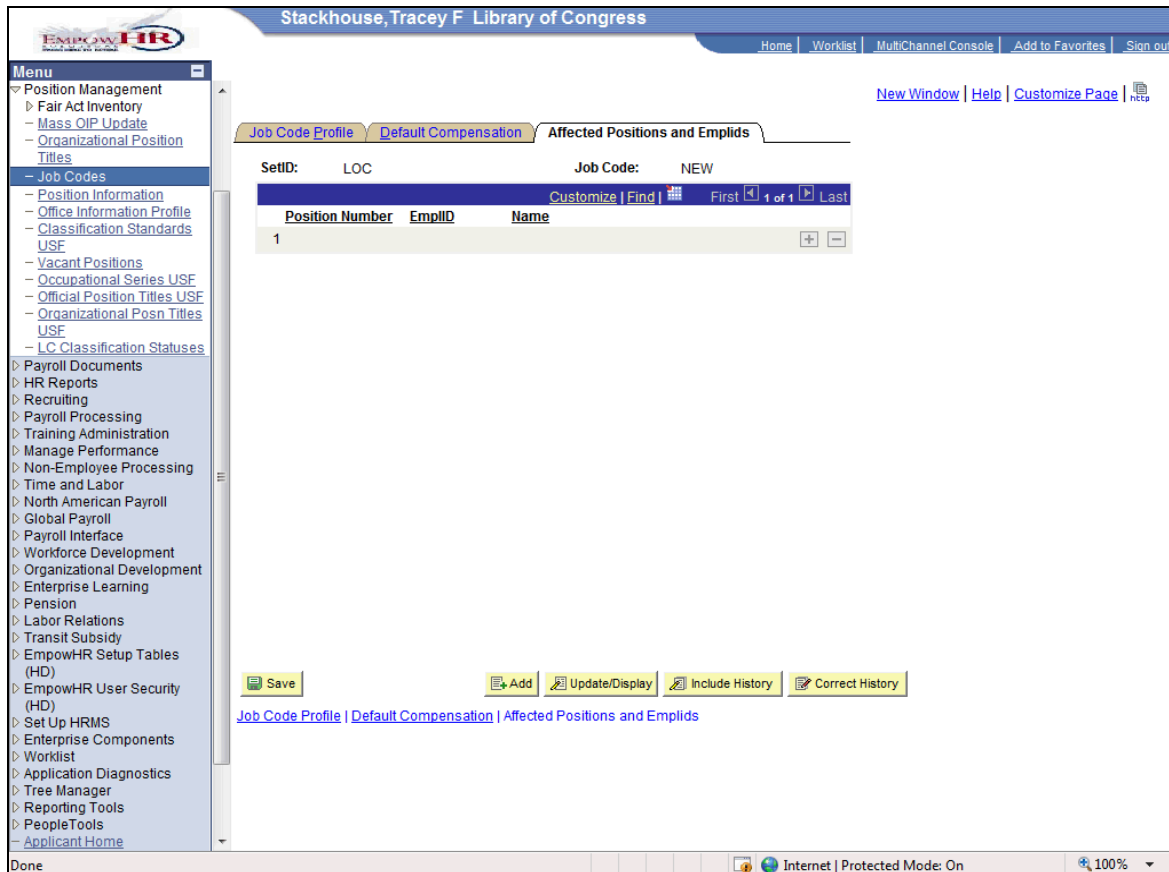
Step	Action
15.	Click the green book icon to view additions and changes on the Default Compensation page.



The following section descriptions list all of the LOC customizations. These customizations are now available for use by all agencies.

- Replaces Job Code text field
- Max Number of IA text field
- Promotion Plan checkbox
- Not to be Filled Concurrently checkbox
- Driver's License Required checkbox
- Physical Required checkbox
- Typing (25) Required checkbox
- Typing (40) Required checkbox
- Remarks text box
- Not to Be Filled Concurrently text field
- Language Required text field

Step	Action
16.	Click the Affected Positions and Emplids link. Affected Positions and Emplids



The screenshot displays the EMPOWHR system interface for 'Stackhouse, Tracey F Library of Congress'. The left sidebar contains a 'Menu' with various options under 'Position Management' and 'Payroll Documents'. The main content area shows the 'Affected Positions and Emplids' tab selected. It includes fields for 'SetID: LOC' and 'Job Code: NEW'. Below these is a table with columns 'Position Number', 'EmplID', and 'Name'. The table contains one row with 'Position Number' 1. At the bottom, there are buttons for 'Save', 'Add', 'Update/Display', 'Include History', and 'Correct History'. The status bar at the bottom indicates 'Internet | Protected Mode: On' and '100%' zoom.

Step	Action
17.	There are no changes on this page.
18.	This complete Job Code Changes . End of Procedure.

Position Management

Overview

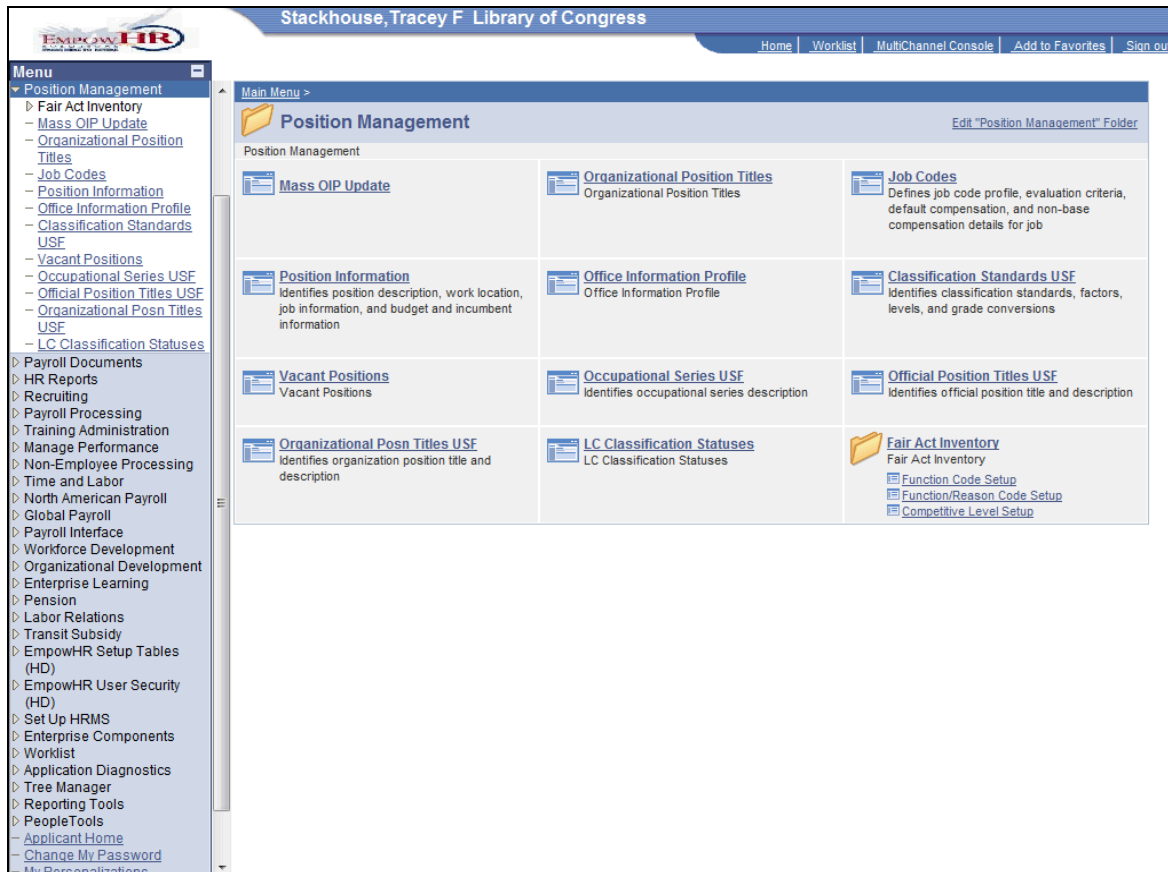
This section demonstrates the changes and additions to Position Management functionality in EmpowHR 9.0. In addition to changes and additions, the Occupational Series USF, Official Position Titles USF, and Organizational Posn Titles USF pages are now available in the "Include History" and "Correct History" action modes so that fields on these pages can be updated.

Fair Act Inventory

This section demonstrates the functionality of Fair Act Inventory.

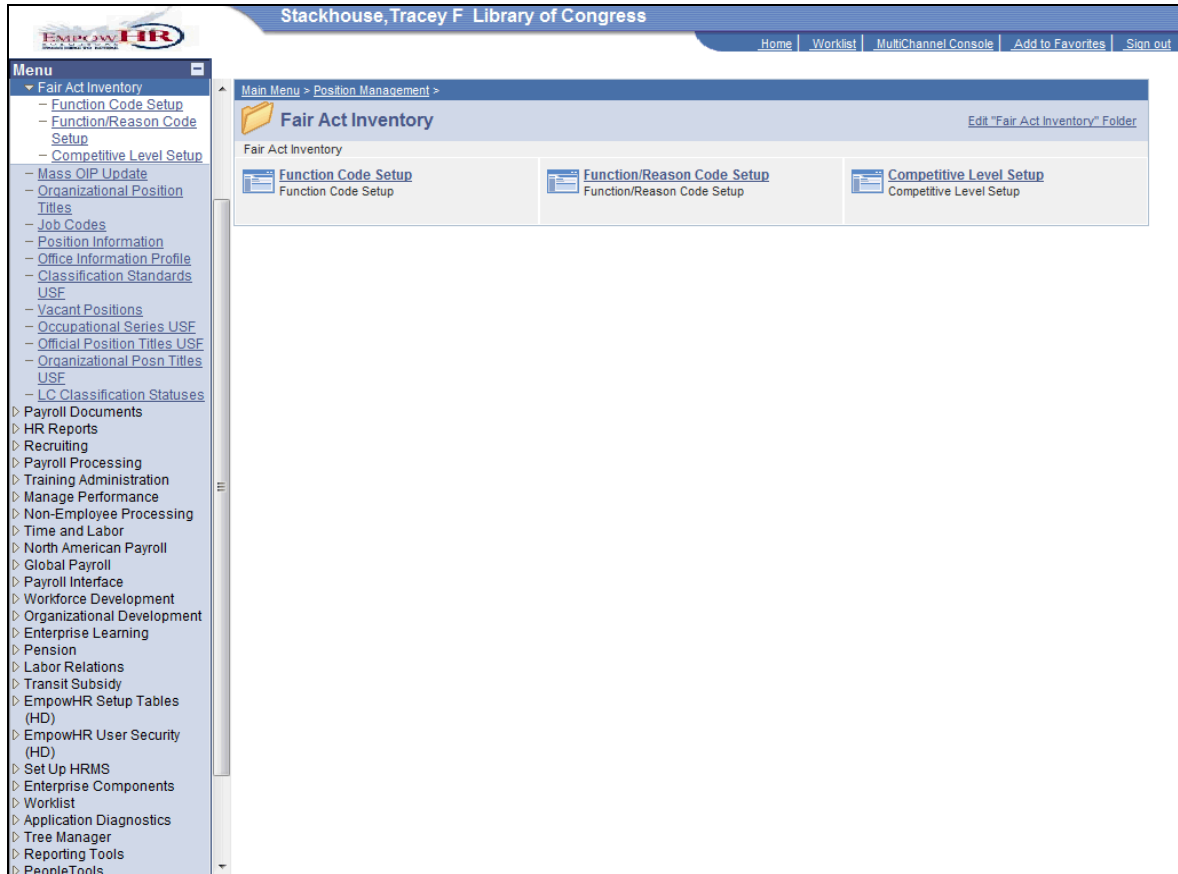


Step	Action
1.	Click the Position Management link. ▶ Position Management




The screenshot displays the EmpowHR web application interface for Stackhouse, Tracey F Library of Congress. The top navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The left sidebar contains a 'Menu' with various options, including Position Management, Payroll Documents, HR Reports, Recruiting, Payroll Processing, Training Administration, Manage Performance, Non-Employee Processing, Time and Labor, North American Payroll, Global Payroll, Payroll Interface, Workforce Development, Organizational Development, Enterprise Learning, Pension, Labor Relations, Transit Subsidy, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Enterprise Components, Worklist, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, Applicant Home, Change My Password, and My Personalizations. The main content area is titled 'Position Management' and features a grid of links for various HR functions, including Mass OIP Update, Organizational Position Titles, Job Codes, Position Information, Office Information Profile, Classification Standards USF, Vacant Positions, Occupational Series USF, Official Position Titles USF, Organizational Posn Titles USF, LC Classification Statuses, and Fair Act Inventory. Each link is accompanied by a brief description of its function.

Step	Action
2.	Click the Fair Act Inventory link. ▶ Fair Act Inventory




The screenshot shows the EmpowHR web application interface. At the top, the user is logged in as 'Stackhouse, Tracey F' with the role 'Library of Congress'. The navigation bar includes links for 'Home', 'Worklist', 'MultiChannel Console', 'Add to Favorites', and 'Sign out'. On the left, a 'Menu' sidebar lists various HR functions, with 'Fair Act Inventory' expanded to show sub-items like 'Function Code Setup', 'Function/Reason Code Setup', and 'Competitive Level Setup'. The main content area displays the 'Fair Act Inventory' folder, which contains three links: 'Function Code Setup', 'Function/Reason Code Setup', and 'Competitive Level Setup'. The 'Function Code Setup' link is highlighted in blue.

Step	Action
3.	Click the Function Code Setup link. Function Code Setup



Stackhouse, Tracey F Library of Congress

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | 

Menu

- ▼ Fair Act Inventory
 - Function Code Setup
 - Function/Reason Code Setup
 - Competitive Level Setup
 - Mass OIP Update
 - Organizational Position Titles
 - Job Codes
 - Position Information
 - Office Information Profile
 - Classification Standards USF
 - Vacant Positions
 - Occupational Series USF
 - Official Position Titles USF
 - Organizational Posn Titles USF
 - LC Classification Statuses
- ▶ Payroll Documents
- ▶ HR Reports
- ▶ Recruiting
- ▶ Payroll Processing
- ▶ Training Administration
- ▶ Manage Performance
- ▶ Non-Employee Processing
- ▶ Time and Labor
- ▶ North American Payroll
- ▶ Global Payroll
- ▶ Payroll Interface
- ▶ Workforce Development
- ▶ Organizational Development
- ▶ Enterprise Learning
- ▶ Pension
- ▶ Labor Relations
- ▶ Transit Subsidy
- ▶ EmpowHR Setup Tables (HD)
- ▶ EmpowHR User Security (HD)
- ▶ Set Up HRMS
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Application Diagnostics
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools

Function Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Search by: Function Code begins with

☐ Include History ☐ Correct History

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	Click the Search button.
	Search

Stackhouse, Tracey F Library of Congress

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Help](#)

Menu

- Fair Act Inventory
 - Function Code Setup
 - Function/Reason Code Setup
 - Competitive Level Setup
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 - Position Information
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Function Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Search by: Function Code begins with

☐ Include History ☐ Correct History

[Search](#) [Advanced Search](#)

Search Results


[View All](#) First 1-100 of 161 Last

Function Code	Function Code family Title	Function Code Family
A300	Safety	RT&I
B000	Personnel Administrative Support	B
B100	Classification	B
B300	Staffing Reviews	B
B302	Manpower Research & Analysis	B
B400	Employee Relations	B
B500	Labor Relations and Support	B
B501	Agency Equal Employment Opportunity Reviews	B
B700	Personnel Management Specialist	B
B702	Personnel IT Support	B
B710	Management Headquarters-Civilian Personnel	B
B720	Civilian Personnel Operations	B
B910	Mgmt Hqtrs- Personnel Social Action Programs	B
C000	Financial Management Administrative Support	
C110	Mgmt Hqtrs - Financial Management	
C303	Fixed Assets	
C315	Financial Management Operations	
C400	Budget Support	
C403	Financial Program Management	
C409	Property Oversight	
C500	External Auditing	
C501	Internal Auditing	
C700	Finance/Accounting Services	
D500	Benefits & Entitlements Services	

Step	Action
5.	Click the B700 link.

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Function Code

Function Code B700

Find | View All | First 1 of 1 | Last

Effective Date 10/25/2007 

Function Code Family Personnel Management

Function Code UID 1028

Function Code Title Personnel Management Specialist

Function Code Description This function refers to HR generalists that perform a variety of human resources management specialist (HRM) functions not otherwise identified predominantly with codes B100-500 as well as HR work that provides consultation on the most effective alignment of HR systems to support strategic goals and objectives and produce the results that accomplish the agency mission. Management relies on this specialist work to help them apply merit system principles to attracting

Save | Return to Search | Previous in List | Next in List | Add | Update/Display | Include History | Correct History

Step	Action
6.	Click the green book icon to view the information on Function Code Setup .

Field	9.0 Impact
Effective Date	The date when the function code becomes available.
Function Code Family	Select data from the dropdown list. Valid values are Personnel Management and Recurring Testing & Inspection.
Function Code UID	Enter the 4-digit code.
Function Code Title	The narrative of the function code title.
Function Code Description	The narrative description of the function code.

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Function Code

Function Code B700

Find | View All | First 1 of 1 | Last

Effective Date 10/25/2007

Function Code Family Personnel Management


Function Code UID 1028

Function Code Title Personnel Management Specialist

Function Code Description This function refers to HR generalists that perform a variety of human resources management specialist (HRM) functions not otherwise identified predominantly with codes B100-500 as well as HR work that provides consultation on the most effective alignment of HR systems to support strategic goals and objectives and produce the results that accomplish the agency mission. Management relies on this specialist work to help them apply merit system principles to attracting


Save | Return to Search | Previous in List | Next in List | Add | Update/Display | Include History | Correct History

Step	Action
7.	Click the Function/Reason Code Setup link. Function/Reason Code Setup



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- ▶ Reporting Tools
- ▶ PeopleTools

Function-Reason Code Combo

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Search by: Function Code begins with B700

☐ Include History ☐ Correct History


[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
8.	Click the Search button.
	Search

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Function Code Reason Code

Function Code B700

Reason Code CB

Function-Reason Code Setup Find | View All First 1 of 1 Last

Effective Date 10/25/2007 

Reason Code

Justification


Save Return to Search Add Update/Display Include History Correct History

Step	Action
9.	Click the green book icon to view the information on Function Code Reason Code .

Field	9.0 Impact
Effective Date	The date when the function reason code becomes available.
Reason Code Justification	The narrative of the justification for the reason code.

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Function Code Reason Code

Function Code B700

Reason Code CB

Function-Reason Code Setup Find | View All First 1 of 1 Last

Effective Date 10/25/2007

Reason Code


Justification

Save Return to Search Add Update/Display Include History Correct History

Step	Action
10.	Click the Competitive Level Setup link. Competitive Level Setup

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Competitive Level Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)


Search by: Occupational Series begins with

☐ Include History ☐ Correct History

[Search](#) [Advanced Search](#)


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Step	Action
11.	Enter the desired information into the begins with field. Enter a valid value e.g. "0101".



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Competitive Level Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Search by: Occupational Series ▼ begins with 0101

☐ Include History ☐ Correct History

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
12.	Click the Search button.
	Search

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Competitive Level Code

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Search by: Occupational Series begins with 0101

☐ Include History ☐ Correct History

[Search](#) [Advanced Search](#)

Search Results


View All First 1-27 of 27 Last

Occupational Series	Competitive Level
0101	0001
0101	0002
0101	0003
0101	0004
0101	0005
0101	0006
0101	0007
0101	0008
0101	0009
0101	0010
0101	0011
0101	0012
0101	0013
0101	0014
0101	0015
0101	0016
0101	0017
0101	0018
0101	0019
0101	0020
0101	0021
0101	0022
0101	010A
0101	011A

Step	Action
13.	Click the 0101 link. <div> 0101 0001 </div>

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Competitive Level Setup

Series 0101 Social science

Competitive Level 0001

Competitive Level Details Find | View All First 1 of 1 Last

*Effective Date 10/25/2007 *Status Approved

*FC-RC Combination T851-CB

Title Miscellaneous Titles

Description Requires Knowledge of Forest Planning/NEPA

Last Update By ER001010

Last Update Date 10/25/07 12:00:00.000000AM

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

Step	Action
14.	Click the green book icon to view the information on Competitive Level Setup .


Field	9.0 Impact
Competitive Level Details section:	
Effective Date	The date when the competitive level details becomes available.
Status	The status of the competitive level.
FC-RC Combination	The Function Code – Reason Code will display.
Title	The title of the position. This information appears on the incumbent's Job data record.
Description	The narrative description for the commutative level
Last Updated By	EmplID of individual who last updated the information on this page.
Last Updated Date	The date/time stamp when information was updated on this page.

Step	Action
15.	This completes Fair Act Inventory . End of Procedure.

Position Information

This section demonstrates the changes and additions to Position Information.



Step	Action
1.	Click the Position Management link.  Position Management

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- Change My Password
- My Personalizations

Main Menu > Position Management [Edit "Position Management" Folder](#)


Position Management

Mass OIP Update	Organizational Position Titles Organizational Position Titles	Job Codes Defines job code profile, evaluation criteria, default compensation, and non-base compensation details for job
Position Information Identifies position description, work location, job information, and budget and incumbent information	Office Information Profile Office Information Profile	Classification Standards USF Identifies classification standards, factors, levels, and grade conversions
Vacant Positions Vacant Positions	Occupational Series USF Identifies occupational series description	Official Position Titles USF Identifies official position title and description
Organizational Posn Titles USF Identifies organization position title and description	LC Classification Statuses LC Classification Statuses	Fair Act Inventory Fair Act Inventory Function Code Setup Function/Reason Code Setup Competitive Level Setup

Step	Action
2.	Click the Position Information link. Position Information

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Add/Update Position Info


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)


Use Saved Search: 


Position Number: begins with

SetID: begins with LOC 


Job Code: begins with 


Description: begins with


Sub-Agency: begins with 


Personnel Office ID: begins with 

Salary Grade: begins with


NFC IP #: begins with 

Master Record Number (NFC): begins with 

Position Status: 

Department: begins with 

Reports To Position Number: begins with







Occupational Series: begins with 

☐ Include History ☒ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
3.	Click the green book icon for additional information on searching.


Field	8.8	9.0	Impact
Use Saved Search 	Not Available	New	Allows the user to search on a previously saved search.
Master Record Number (NFC) 	Not Available	New	New Search field includes a search prompt button to help in searches.
Job Code 	Not Available	New search prompts	These fields have search prompt buttons in 9.0
Personnel Office ID 	Not Available	New search prompts	These fields have search prompt buttons in 9.0
NFC IP# 	Not Available	New search prompts	These fields have search prompt buttons in 9.0
Department 	Not Available	New search prompts	These fields have search prompt buttons in 9.0

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Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value
Add a New Value

Use Saved Search:


Position Number:

begins with

SetID:

begins with LOC 


Job Code:

begins with 


Description:

begins with

Sub-Agency:

begins with 


Personnel Office ID:

begins with 


Salary Grade:

begins with

NFC IP #:

begins with 


Master Record Number (NFC):

begins with 

Position Status:

=


Department:

begins with 

Reports To Position Number:

begins with

Occupational Series:


begins with 

☐ Include History
☒ Correct History
☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria
Delete Saved Search


Find an Existing Value
Add a New Value

Step	Action
4.	Enter the desired information into the Position Number field. Enter a valid value e.g. " 90141692 ".



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Add/Update Position Info


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**


Use Saved Search:


Position Number:


SetID: 


Job Code: 


Description: 

Sub-Agency: 


Personnel Office ID: 


Salary Grade: 


NFC IP #: 

Master Record Number (NFC): 


Position Status:

Department: 


Reports To Position Number: 

Occupational Series: 

☐ Include History ☒ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Click the Search button. 

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Description | **Specific Information** | **Budget and Incumbents** | **NFC Fields and Tracking Data**

Position Information Find | View All First 1 of 2

Position Number: 90141692 THE LIBRARIAN OF CONGRESS NFC Posn Nbr 00000001

Headcount Status: Current Head Count: 0 out of 0

*Eff Date: 10/01/1999 *Status: Active Trx Status: Data Load

*Reason: UPD Updated Action Date: 10/08/1999 Agency Type: LOC

*Position Status: Approved Status Date: 10/01/1999 ☐ Key Position [Correction](#)

Job Information

Business Unit: LOC Library of Congress Master Record # 007001

Job Code: 049886 THE LIBRARIAN OF CONGRESS Supervisory Status:

Official Title: THE LIBRARIAN OF CONGRESS *Reg/Temp: Regular

*Regular Shift: N/A

Title: THE LIBRARIAN OF CONGRESS Short Title: THE LIBRAR [Position Remarks](#) [Detailed Position Description](#)

Work Location

*Reg Region: USA United States Agency: LC Library of Congress

Department: 920724 OFFICE OF THE LIBRARIAN Org Stru 1000000000000000 [Departmental Hierarchy](#)

Location: 110010001 WASHINGTON, DC

Reports To: 90141692 THE LIBRARIAN OF CONGRESS James Billington

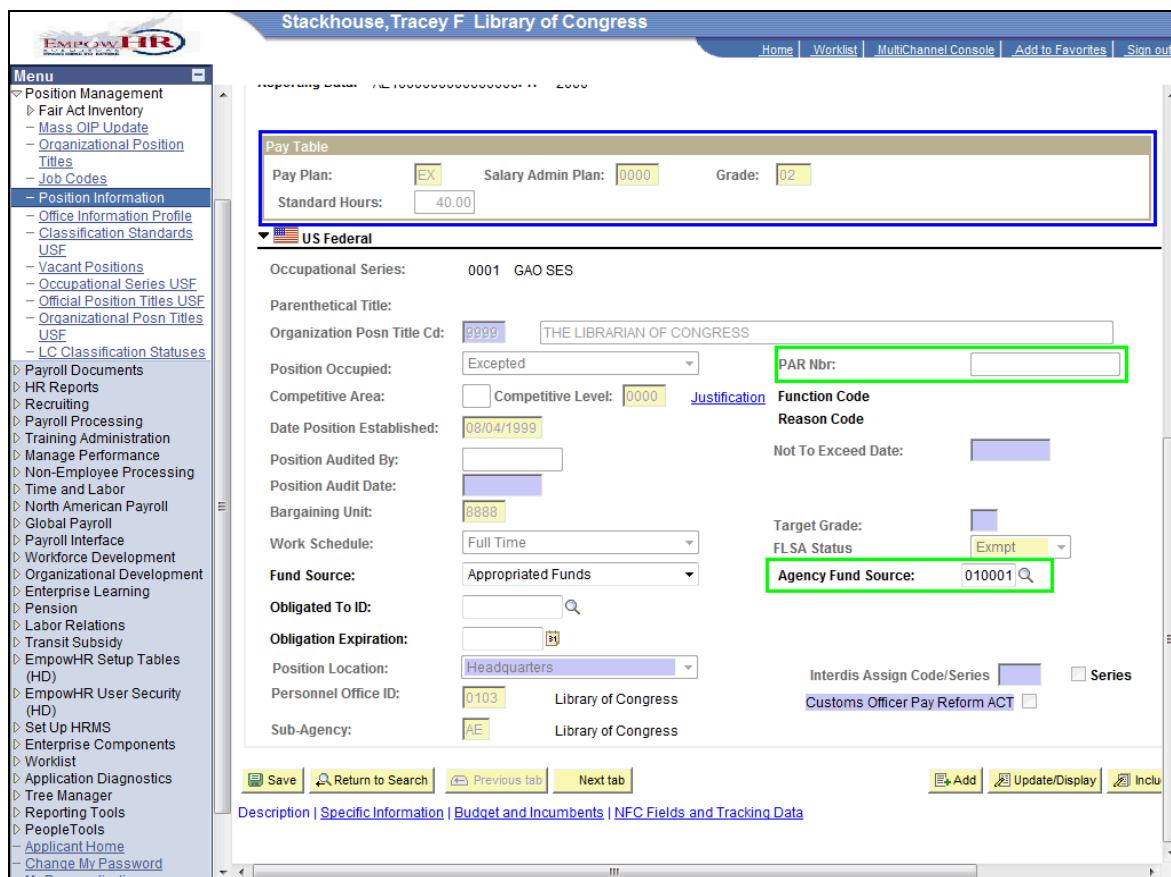
Reporting Data: AE1000000000000000FY: 2000

Pay Table


Pay Plan: EX Salary Admin Plan: 0000 Grade: 02

Standard Hours: 40.00

Step	Action
6.	Click the scrollbar.



Step	Action
7.	Click the green book icon for additional information on the Description page.



Field	8.8	9.0	Impact
Pay Table Section	Salary Plan Information	Pay Table	Page section renamed in 9.0. Fields remain the same in this section.
US Federal Section			
PAR Number	Not Available	New	This field is used by DHS and is available to all agencies in 9.0. This field is located next to the Position Occupied field.
Agency Fund Source	Not Available	New	This field is used by LOC and is available to all agencies in 9.0. This field is located next to the Fund Source field.

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- Change My Password
- My Personalization

Reporting Date: 12/10/2009 11:20:00 AM

Pay Table

Pay Plan: EX Salary Admin Plan: 0000 Grade: 02

Standard Hours: 40.00

US Federal

Occupational Series: 0001 GAO SES

Parenthetical Title:

Organization Posn Title Cd: 9999 THE LIBRARIAN OF CONGRESS

Position Occupied: Excepted PAR Nbr:

Competitive Area: Competitive Level: 0000 Justification Function Code

Date Position Established: 08/04/1999 Reason Code

Position Audited By: Not To Exceed Date:

Position Audit Date:

Bargaining Unit: 8888 Target Grade:

Work Schedule: Full Time FLSA Status: Exempt

Fund Source: Appropriated Funds Agency Fund Source: 010001

Obligated To ID:

Obligation Expiration:

Position Location: Headquarters Interdis Assign Code/Series Series

Personnel Office ID: 0103 Library of Congress Customs Officer Pay Reform ACT

Sub-Agency: AE Library of Congress

Save Return to Search Previous tab Next tab Add Update/Display Include

Description | [Specific Information](#) | Budget and Incumbents | NFC Fields and Tracking Data

Step	Action
8.	Click the Specific Information link. Specific Information

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- [Change My Password](#)
- [My Personalization](#)

Description | **Specific Information** | **Budget and Incumbents** | **NFC Fields and Tracking Data**

Position Number: 90141692 THE LIBRARIAN OF CONGRESS

Headcount Status: Current Head Count: 0 out of 0

Specific Information Find | View All First 1 of 2 Last

Effective Date: 10/01/1999 Status: Active NFC Posn Nbr: 00000001

Job Profile ID:

Max Head Count: 1

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

Position Pool ID:

*Pre-Encumbrance Indicator: Immediate

*Encumber Salary Option: Salary Step

Encumber Salary Amount: 0.000

*Classified Indicator: Classified

Calc Group (Flex Service):

Academic Rank:

FTE: 0.000000 ☐ Adds to FTE Actual Count


Incumbents

- ☐ Update Incumbents
- ☐ Include Salary Plan/Grade
- ☒ Budgeted Position
- ☒ Confidential Position
- ☐ Job Sharing Permitted

US Federal


[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

Step	Action
9.	Click the Expanded section button. 

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- Change My Password
- My Representations

Description **Specific Information** **Budget and Incumbents** **NFC Fields and Tracking Data**

Position Number: 90141692 THE LIBRARIAN OF CONGRESS

Headcount Status: Current Head Count: 0 out of 0

Specific Information Find | View All First 1 of 2 Last

Effective Date: 10/01/1999 Status: Active NFC Posn Nbr: 00000001

Job Profile ID:

Max Head Count: 1

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

Position Pool ID:

*Pre-Encumbrance Indicator: Immediate

*Encumber Salary Option: Salary Step

Encumber Salary Amount: 0.000

*Classified Indicator: Classified

Calc Group (Flex Service):

Academic Rank:

FTE: 0.000000 ☐ Adds to FTE Actual Count

Incumbents

- ☐ Update Incumbents
- ☐ Include Salary Plan/Grade
- ☒ Budgeted Position
- ☒ Confidential Position
- ☐ Job Sharing Permitted

US Federal

Sensitivity Code: Special Sensitive

Computer Sensitivity: NonComputer-ADP

Security Clearance: Top Secret

LEO/Fire Position: Not Applicable

Language Required:

Training Program:

Staff/Line Position: L

Drug Test (Applicable): Not Applicable

☐ Seasonal

☐ Intelligence Position



☐ Mobility Position

☐ Procurement Integ Posn

☒ Presidential Appt Posn

☐ Emergency Response Official

Step	Action
10.	Click the green book icon for changes and additions to the Specific Information page.

Field	8.8	9.0	Impact
Incumbents section:			
Update Incumbent 	Not Available	New	Select check box if the incumbent's job data should be updated.
US Federal section			
LEO/Fire Position 	LEO Indicator	LEO/Fire Position	Field name changed.

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- My Personalizations

Specific Information Find | View All First 1 of 2 Last

Effective Date: 10/01/1999 Status: Active NFC Posn Nbr: 00000001

Job Profile ID:

Max Head Count: 1

Mail Drop ID:

Work Phone:

Health Certificate:

Signature Authority:

Position Pool ID:

*Pre-Encumbrance Indicator: Immediate

*Encumber Salary Option: Salary Step

Encumber Salary Amount: 0.000

*Classified Indicator: Classified

Calc Group (Flex Service):

Academic Rank:

FTE: 0.000000 ☐ Adds to FTE Actual Count

Incumbents

- ☐ Update Incumbents
- ☐ Include Salary Plan/Grade
- ☒ Budgeted Position
- ☒ Confidential Position
- ☐ Job Sharing Permitted

US Federal

Sensitivity Code: Special Sensitive

Computer Sensitivity: NonComputer-ADP

Security Clearance: Top Secret

LEO/Fire Position: Not Applicable

Language Required:

Training Program:

Staff/Line Position: L

Seasonal ☐

Intelligence Position ☐

Mobility Position ☐

Procurement Integ Posn ☐

Presidential Appt Posn ☒

Emergency Response Official ☐

Drug Test (Applicable) Not Applicable

Save | Return to Search | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

Step	Action
11.	Click the Budget and Incumbents link. Budget and Incumbents




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

Position Number: 90141692 THE LIBRARIAN OF CONGRESS

Headcount Status: Current Head Count: 0 out of 0

Current Budget

Earnings	Deductions	Tax	Cdn Tax	Total
0.000	0.000	0.000	0.000	0.00

Current Incumbents

[Customize](#) | [Find](#) |  First  1 of 1  Last

EmplID	Empl Rcd#	Name	Federal Job Data
077517	0	James Billington	Federal Job Data

[Save](#) | [Return to Search](#) | [Previous tab](#) | [Next tab](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

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Step	Action
12.	<p>There were no changes on this page.</p> <p>Click the NFC Fields and Tracking Data link.</p> <p>NFC Fields and Tracking Data</p>

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Description | Specific Information | Budget and Incumbents | NFC Fields and Tracking Data

Position Number: 90141692 THE LIBRARIAN OF CONGRESS

Headcount Status: Current Head Count: 0 out of 0

NFC Fields Find | View All First 1 of 2 Last

Effective Date: 10/01/1999 Status: Active NFC Posn Nbr: 00000001

Financial: Not Required Classification: N/A for this field

Disclosure: Position: Schedule: Review: Classification: Action: N/A for this field

Request Received Date: Project Duty: Accounting: Indicator: Station Code: Vacancy: Review: Agency Use: Grade Basis:

Classification Std Applied Date: 04/24/1989

Position Tracking Data Customize | Find First 1 of 1 Last

DateTime Stamp	User ID	Reason	Status	Description
1 09/23/2004 1:50PM	LOAD	UPD	A	LEADS Position Converted from (00000001) to (90141692) and loaded into ICAMS.

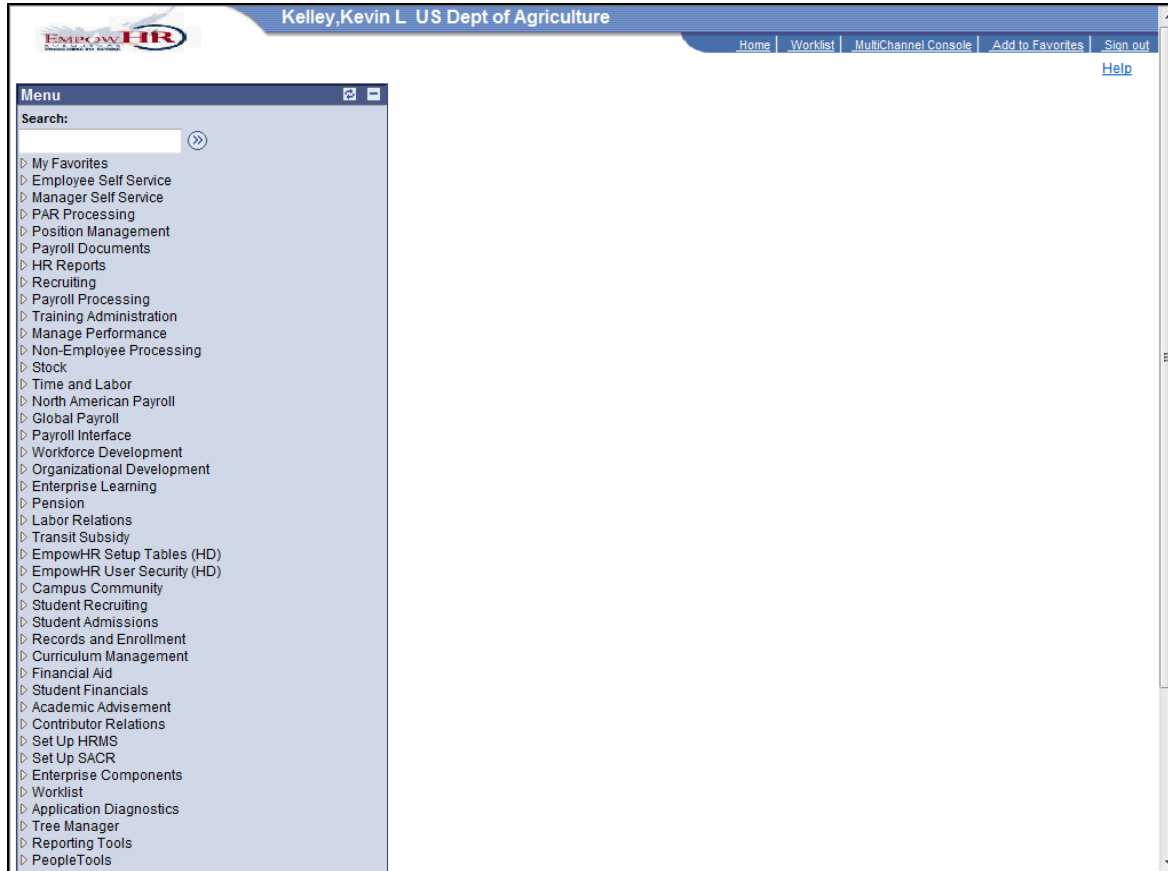
Save | Return to Search | Previous tab | Next tab | Add | Update/Display | Include History | Correct History

[Description](#) | [Specific Information](#) | [Budget and Incumbents](#) | [NFC Fields and Tracking Data](#)

Step	Action
13.	There were no changes on this page.
14.	This completes Position Information . End of Procedure.

Vacant Position

This section demonstrates the functionality of the new Vacant Position page.



Step	Action
1.	Click the Position Management link. Position Management

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- Academic Advisement
- Contributor Relations


Main Menu >

Position Management [Edit "Position Management" Folder](#)

Position Management

Mass OIP Update	Organizational Position Titles Organizational Position Titles	Job Codes Defines job code profile, evaluation criteria, default compensation, and non-base compensation details for job
Position Information Identifies position description, work location, job information, and budget and incumbent information	Office Information Profile Office Information Profile	Classification Standards USF Identifies classification standards, factors, levels, and grade conversions
Vacant Positions Vacant Positions	Occupational Series USF Identifies occupational series description	Official Position Titles USF Identifies official position title and description
Organizational Posn Titles USF Identifies organization position title and description	LC Classification Statuses LC Classification Statuses	Fair Act Inventory Fair Act Inventory Function Code Setup Function/Reason Code Setup Competitive Level Setup

Step	Action
2.	Click the Vacant Positions link. Vacant Positions




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Vacant Positions


Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value


SetID: 

Department: 


Description: 


Agency: 

Location SetID: 

Location Code: 

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	Click the Look up SetID (Alt+5) button. 

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Look Up SetID

SetID: begins with

Description: begins with


[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-30 of 30 Last

SetID	Description
BEL	Belgium
BWH	Biweekly Hourly
BWS	Biweekly Salary
CNCS	Corp for National & Comm Servc
COMMN	Common SETID for USDA
ES	Senior Executive Schedule
EX	Executive Schedule
FEDPS	Federal PS Business Unit
GAO	Government Accountability Off.
GM	GM (Formerly PMRS)
GS	General Schedule
LOC	Library of Congress
LT1	T&L Biweekly Hourly Union
LT2	T&L Biweekly Salary Non Union
LT3	T&L Semimonthly Salaried
M04	US Manufacturing
MFG	Manufacturing Project Cost Div
MNS	Monthly Salary
MODEL	Model Business Rules
NFC	National Finance Center
NPY	No Payrolls to be Run
PEN	Pension Administration Group
PLS	Test
PYI	Payroll Interface Paygroup
SL	Senior Level
ST	Scientific Positions
SV	TS& NON-EXECUTIVES

Step	Action
4.	Click the LOC link. <div> LOC Library of Congress </div>


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Vacant Positions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID:

Department: begins with

Description: begins with

Agency: begins with

Location SetID: begins with

Location Code: begins with

☐ Case Sensitive

[Basic Search](#)

Step	Action
5.	Click the Search button.
	<input type="button" value="Search"/>

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Vacant Positions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: = LOC

Department: begins with

Description: begins with

Agency: begins with

Location SetID: begins with

Location Code: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)


Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

SetID	Department	Description	Agency	Location	SetID	Location Code
LOC 920724		OFFICE OF THE LIBRARIAN	LC	LOC	110010001	
LOC 920726		CONGRESSIONAL RELATIONS OFFICE	LC	(blank)	(blank)	
LOC 920727		OFFICE OF INSPECTOR GENERAL	LC	(blank)	(blank)	
LOC 920728		OFFICE OF GENERAL COUNSEL	LC	(blank)	(blank)	
LOC 920729		LITIGATION TEAM	LC	(blank)	(blank)	
LOC 920730		ADMINISTRATIVE SERVICES TEAM	LC	(blank)	(blank)	
LOC 920732		FINANCIAL LAW SECTION	LC	(blank)	(blank)	
LOC 920733		GENERAL LAW SECTION	LC	(blank)	(blank)	
LOC 920734		LIBRARY INTELLECTUAL PROPERTY	LC	(blank)	(blank)	
LOC 920735		DEVELOPMENT OFFICE	LC	(blank)	(blank)	
LOC 920736		SPECIAL EVENTS/PUBLIC PROGRAMS	LC	(blank)	(blank)	
LOC 920737		OFFICE OF COMMUNICATIONS	LC	(blank)	(blank)	
LOC 920738		PUBLIC AFFAIRS OFFICE	LC	(blank)	(blank)	
LOC 920739		OFFICE OF CHIEF OPERATING OFFI	LC	LOC	110010001	
LOC 920741		OFFICE OF WORKFORCE DIVERSITY	LC	LOC	110010001	


Step	Action
6.	Click the OFFICE OF THE LIBRARIAN link.



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Vacant Positions


SetID: LOC Department: 920724 OFFICE OF THE LIBRARIAN Total Vacant Positions: 21

Position Information | Job Information | Work Location

Position Number	Description	Position Status	Reports To	Fund Code	Max Head Count	Full/Part Time	Regular/Temporary
90144809		Approved	90141692	010001	1	Full-Time	Regular
90145689	CONF ASST TO THE LIBN OF CONG	Approved	90141692	010001	1	Full-Time	Regular
90145954		Approved	90141692	010001	1	Full-Time	Regular
90146441	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146442	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146444	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146446	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146449	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90147226	WEB GRAPHIC DESIGN	Approved	90141692	010895	1	Full-Time	Regular
90147449	LEADERSHIP DEVELOPMENT SPECIAL	Approved	90141692	010005	1	Full-Time	Regular
90147455		Approved	90141692	010006	1	Full-Time	Temporary
90147574	COMPUTER SPECIALIST	Approved	90141692	010153	1	Full-Time	Regular
90147824	WEB GRAPHIC DESIGN	Approved	90141692	010001	1	Full-Time	Regular
90343333	Paralegal Specialist	Approved	90312756		1	Full-Time	Regular
90343341	Paralegal Specialist	Approved	90312756		1	Full-Time	Regular

Return to Search | Previous in List | Next in List | Refresh

Step	Action
7.	<p>Information regarding the position displays.</p> <p>Click the Job Information tab.</p> <div>Job Information</div>



Kelley, Kevin L US Dept of Agriculture
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- Academic Advisement

Vacant Positions

SetID: LOC Department: 920724 OFFICE OF THE LIBRARIAN Total Vacant Positions: 21

[New Window](#) | [Help](#) | [Customize Page](#) | [htp](#)

[Position Information](#) | [Job Information](#) | [Work Location](#)

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-15 of 21](#) | [Last](#)

Position Number	Master Record #	Short Description	Supervisory Status	Pay Plan	Pay Table	Grade
90144809	010690	MANAGEMENT	8 Other	GS	0000	13
90145689	011500	CONF ASST	8 Other	GS	0000	14
90145954	011796	ADMINISTRA	8 Other	GS	0000	13
90146441	009051	LEADERSHIP	8 Other	GS	0000	11
90146442	011608	LEADERSHIP	8 Other	GS	0000	13
90146444	009051	LEADERSHIP	8 Other	GS	0000	11
90146446	009051	LEADERSHIP	8 Other	GS	0000	11
90146449	009052	LEADERSHIP	8 Other	GS	0000	12
90147226	013007	COMPUTER S	8 Other	GS	999C	11
90147449	009052	LEADERSHIP	8 Other	GS	0000	12
90147455	011608	LEADERSHIP	8 Other	GS	0000	13
90147574	012272	COMPUTER S	8 Other	GS	999C	12
90147824	013008	WEB GRAPHI	8 Other	GS	999C	12
90343333	-11393	Paralegal	8 Other	GS	0000	09
90343341	-11393	Paralegal	8 Other	GS	0000	09

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Refresh](#)

Step	Action
8.	Information regarding the job displays. Click the Work Location tab. <div>Work Location</div>

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- Academic Advisement

Vacant Positions

SetID: LOC Department: 920724 OFFICE OF THE LIBRARIAN Total Vacant Positions: 21

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-15 of 21 | [Last](#)

Position Number	Description	Location
90144809	Library of Congress	
90145689	Library of Congress	
90145954	Library of Congress	
90146441	Library of Congress	
90146442	Library of Congress	
90146444	Library of Congress	
90146446	Library of Congress	
90146449	Library of Congress	
90147226	Library of Congress	
90147449	Library of Congress	
90147455	Library of Congress	
90147574	Library of Congress	
90147824	Library of Congress	
90343333	Library of Congress	
90343341	Library of Congress	

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Refresh](#)

Step	Action
9.	Location information displays.
10.	This completes Vacant Positions . End of Procedure.

LC Classification Statuses

This section demonstrates the new LC Classifications component.



Step	Action
1.	Click the Position Management link. Position Management

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- Reporting Tools
- PeopleTools
- Applicant Home
- Change My Password
- My Personalizations

Main Menu > Position Management [Edit "Position Management" Folder](#)


Position Management

Mass OIP Update	Organizational Position Titles Organizational Position Titles	Job Codes Defines job code profile, evaluation criteria, default compensation, and non-base compensation details for job
Position Information Identifies position description, work location, job information, and budget and incumbent information	Office Information Profile Office Information Profile	Classification Standards USF Identifies classification standards, factors, levels, and grade conversions
Vacant Positions Vacant Positions	Occupational Series USF Identifies occupational series description	Official Position Titles USF Identifies official position title and description
Organizational Posn Titles USF Identifies organization position title and description	LC Classification Statuses LC Classification Statuses	Fair Act Inventory Fair Act Inventory Function Code Setup Function/Reason Code Setup Competitive Level Setup

Step	Action
2.	Click the LC Classification Statuses link. LC Classification Statuses

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- Applicant Home
- Change My Password
- My Personalization

LC Classification Statuses

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Classification Control Number: begins with

Department: begins with

Occupational Series: begins with

Classifier's ID: begins with


☐ Include History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

No matching values were found.


[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
3.	Enter the desired information into the Occupational Series field. Enter a valid value e.g. "1071".



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- Change My Password
- My Personalization

LC Classification Statuses

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**


Classification Control Number: begins with

Department: begins with

Occupational Series: begins with

Classifier's ID: begins with

☐ Include History

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)


No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	Click the Search button.
	Search

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Classification Status [Classification Status Sum](#)

Class control #:

Occ Series: Off Title:

Prelim Grade(s): Classifier:

*DeptID:

Status View All First 1 of 1 Last

*Classification Status Date:

Job Code View All First 1 of 1 Last

Job Code:

Comment:

[Classification Status](#) | [Classification Status Sum](#)


Step	Action
5.	Click on the green book icon to view the fields on the Classification Status page.



Field	9.0 Impact
Class control #	System-assigned number.
Occ Series	The occupational series number.
Off Title	The official title for the occupational series.
Prelim Grade(s)	The preliminary grade associated with the position.
Classifier	The EmplID of the classifier.
DeptID	The department identifier.
Status Section:	
Classification Status	Status of the classification.
Status Date	Date of the position status.
Job Code Section:	
Job Code	Job code of the classification.
Comment	Comment pertaining to the classification.

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- [My Personalization](#)

Classification Status **Classification Status Sum**



Class control #:

Occ Series: Off Title:



Prelim Grade(s): Classifier: Cofield, Latourea Patricia

*DeptID: MUSIC DIVISION








Status View All First 1 of 1 Last

*Classification Status Date:  


Job Code View All First 1 of 1 Last


Job Code:  

Comment:

 Save  Return to Search  Previous in List  Next in List  Add  Update/Display  Include History


[Classification Status](#) | [Classification Status Sum](#)

Step	Action
6.	Click the Classification Status Sum tab. 



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- My Personalization

Classification Status | **Classification Status Sum**

Class control #:

Occupational Series: 1071








Official Position Title: Audiovisual Production Specialist

Organization: 925889 MUSIC DIVISION

Specialist: 077791 Cofield, Latourea Patricia

Job Code:

Requisition Status Find | View All First 1 of 1 Last


 Save
 Return to Search
 Previous in List
 Next in List
 Add
 Update/Display
 Include History

[Classification Status](#) | [Classification Status Sum](#)

Step	Action
7.	The Classification Status Sum page displays a summary of the previous page.

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Classification Status | **Classification Status Sum**

Class control #:

Occupational Series: 1071

Official Position Title: Audiovisual Production Specialist

Organization: 925889 MUSIC DIVISION

Specialist: 077791 Cofield, Latourea Patricia

Job Code:

Requisition Status [Find](#) | [View All](#) | First [1](#) of 1 | Last

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Add](#) | [Update/Display](#) | [Include History](#)

[Classification Status](#) | [Classification Status Sum](#)

Step	Action
8.	This completes LC Classification Status . End of Procedure.

Module 3 PAR Processing

Overview and Objectives

PAR Processing in EmpowHR 9.0 is basically the same as the previous version with minimal additional functionality. Some fields have been moved for ease of entry, other fields were renamed for clarification and certain fields that previously used by a specific agency are now available to all agencies.

After completing this module, participants will be able to:

- Identify changes to PAR processing functionality
- Identify additional functionality

HR Processing

Overview

This section demonstrates the changes and additions to HR Processing functionality in EmpowHR 9.0.

HR Processing

This section demonstrates the changes and additions to HR Processing.



Step	Action
1.	Click the PAR Processing link. PAR Processing

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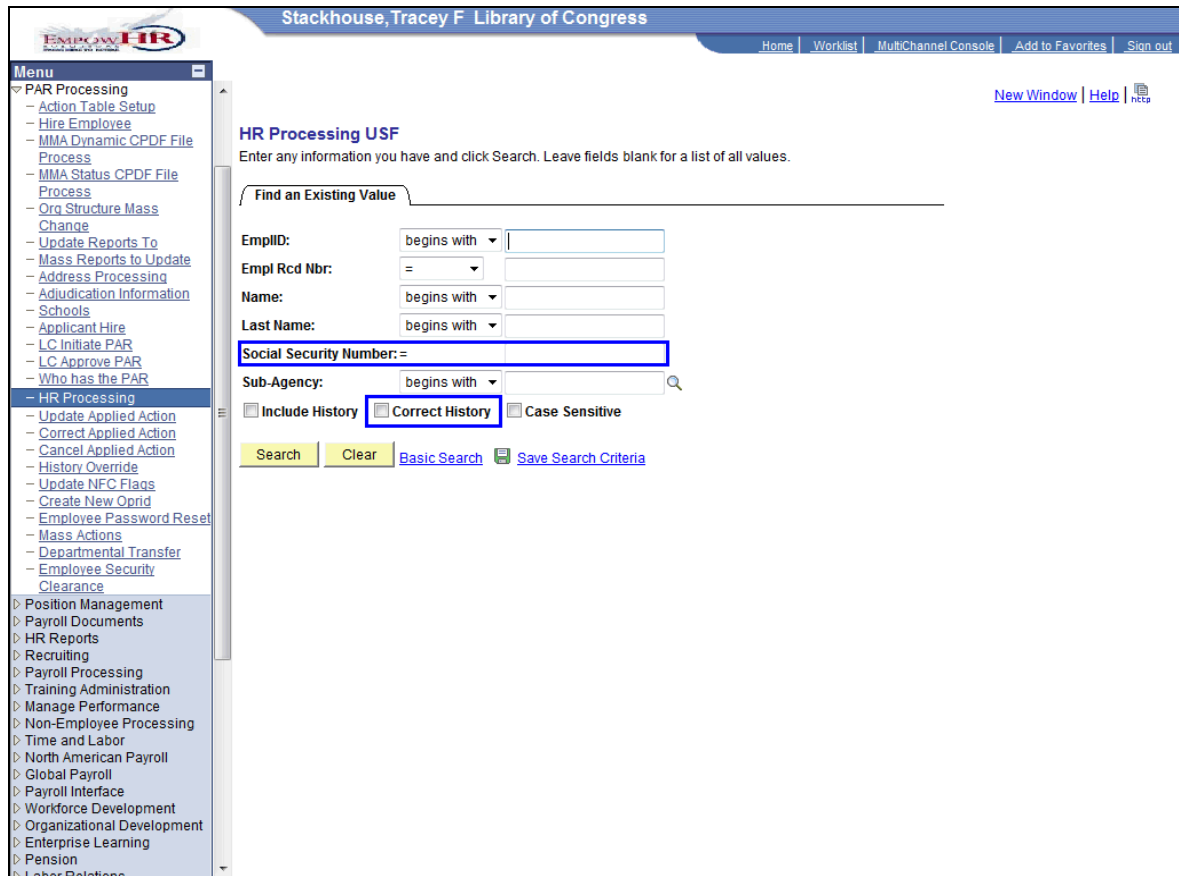
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Main Menu > PAR Processing [Edit "PAR Processing" Folder](#)

PAR Processing


 Action Table Setup Action Table Setup	 Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	 MMA Dynamic CPDF File Process MMA Dynamic CPDF File Process
 MMA Status CPDF File Process MMA Status CPDF File Process	 Org Structure Mass Change	 Update Reports To Update Reports To
 Mass Reports to Update Mass Reports to Update	 Address Processing Address Info	 Adjudication Information Adjudication Information
 Schools Define Schools.	 Applicant Hire Applicant Hire	 LC Initiate PAR LC Initiate PAR
 LC Approve PAR LC Approve PAR	 Who has the PAR LC Worklist	 HR Processing Identifies personnel action details of request ready for human resources to process
 Update Applied Action Update Applied Recs	 Correct Applied Action Identifies details regarding corrections to a personnel action	 Cancel Applied Action Identifies details regarding the cancellation of a personnel action
 History Override History Override	 Update NFC Flags Update NFC Flags	 Create New Oprid Create New Oprid
 Employee Password Reset Employee Password Reset	 Mass Actions Mass Actions	 Departmental Transfer
 Employee Security Clearance Employee Security Clearance		

Step	Action
2.	Click the HR Processing link. HR Processing



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 - LC Approve PAR
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 - Correct Applied Action
 - Cancel Applied Action
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HR Processing USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =


Name: begins with

Last Name: begins with


Social Security Number: =

Sub-Agency: begins with

☐ Include History ☒ **Correct History** ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	Click the green book icon to view changes on the HR Processing search page




Field	8.8	9.0	Impact
Social Security Search Field	No Limits	Limited	Must contain an individual's entire 9-digit number.
Action Mode	Correct History	Update/Display	Default action mode is Update/Display, not Correct History.

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HR Processing USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Name:

Last Name:


Social Security Number:

Sub-Agency:

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive


Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

Step	Action
4.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .



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- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Pension
- Labor Relations

HR Processing USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID:

Empl Rcd Nbr:


Name:


Last Name:

Social Security Number:

Sub-Agency: 


☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
5.	Click the Search button. 

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

SMITH,GREGORY A. EmplID: 077777 Empl Rcd Nbr: 0 [View All SINQ Errors](#)

Data Control Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 [Go To Row](#) [View Current SINQ Errors](#)

Effective Seq 1 1 Transaction Status NFC Ready

Auth Date: 09/11/2008 [Contact Emplid: 077771](#)

*Action: DTA Data Chg **PAR Status: PRO** Processed by Human Resources

*Reason Code: NAM Name Change **Agency Type: LOC**

NOA Code: 780 Name Change From, Name Change

Authority (1): 999 No Legal Authority Code Required

Authority (2): [NTE Date: 09/11/2008](#) Vacancy Number ☐ Work Study Program

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Step	Action
6.	Click the green book icon to view changes on the Data Control search page.

Field	8.8	9.0	Impact
Proposed Effective Date	Not Available	New	Defaults to the Effective Date. Can be overridden if necessary.
Go to Row Button	Not Available	New	This button allows a user to go to a specific row in the employee's history. Not used during the Hire process.
Contact Emplid	Not Available	New	Enter the contact employee ID number.
PAR Status	PRO (Processed by Human Resources)	INI (Initiated)	The default PAR Status changed.
Agency Type	Not Available	New	Displays the Agency Type.
NTE Date	Not To Exceed Date	NTE Date	Field name changed but location was not changed.
GPPA Website	Not Available	New	This link provides access to the Rule book for processing a PAR.

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

SMITH, GREGORY A. EmplID: 077777 Empl Rcd Nbr: 0 [View All SINQ Errors](#)

Data Control Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Proposed Effective Date: 09/01/2008 Go To Row

Effective Seq 1 1 Transaction Status NFC Ready

Auth Date: 09/11/2008 Contact Emplid: 077771 [View Current SINQ Errors](#)

*Action: DTA Data Chg PAR Status: PRO Processed by Human Resources

*Reason Code: NAM Name Change Agency Type: LOC

NOA Code: 780 Name Change From, Name Change

Authority (1): 999 No Legal Authority Code Required

Authority (2):

NTE Date: Vacancy Number ☐ Work Study Program

Print SF-52 PAR Remarks Award Data Tracking Data Justification

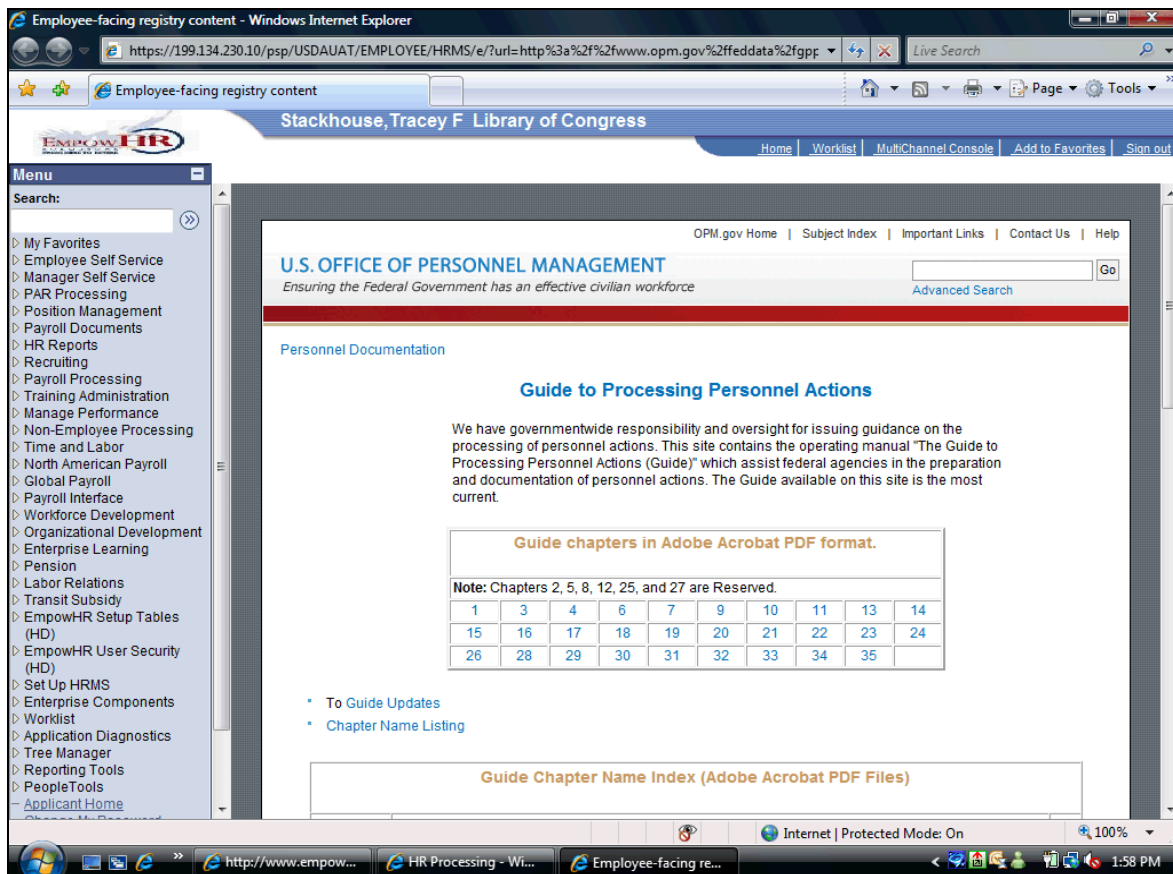
Print SF-50 GPPA Website

Add Attachment

Save Return to Search Previous tab Next tab Update/Display Include History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data


Step	Action
7.	Click the GPPA Website link. GPPA Website



Step	Action
8.	This page opens in a new window.

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

SMITH,GREGORY A. EmplID: 077777 Empl Rcd Nbr: 0 [View All SINQ Errors](#)

Data Control Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Proposed Effective Date: 09/01/2008 [Go To Row](#)

Effective Seq 1 1 Transaction Status NotApplied

Auth Date: 09/11/2008 Contact EmplID: 077771 [View Current SINQ Errors](#)

*Action: DTA Data Chg PAR Status: PRO Processed by Human Resources

*Reason Code: NAM Name Change Agency Type: LOC

NOA Code: 780 Name Change From, Name Change

Authority (1): 999 No Legal Authority Code Required

Authority (2):

NTE Date: Vacancy Number ☐ Work Study Program

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Step	Action
9.	Click the Tracking Data link. Tracking Data

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PAR Tracking Data

EmplID: 077777 Empl Rcd#: 0 SMITH,GREGORY A.

Effective Date: 09/01/2008 Transaction #/Sequence: 11 Transaction Status: NFC Ready

Action: DTA Data Change PAR Status: PRO Processed by Human Resources

Reason Code: Name Change

NOA 780 Name Change From,



Tracking Data [Customize](#) | [Find](#) | [First](#) | [1-5 of 5](#)

Action Taken	Action Dt Ovrde	PAR Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name
09/16/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/12/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/11/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/11/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/11/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse

NFC Authentication Date:


OK Cancel

Step	Action
10.	Click the green book icon to view changes on the PAR Tracking Data page.

Field	8.8	9.0	Impact
NOA 	NOA Code	NOA	Field name shortened.
Track Seq#	Available	Removed	This field was removed in 9.0.
NFC Authentication Date 	Not Available	New	Displays the NFC Authentication Date.

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PAR Tracking Data

EmpID: 077777 Empl Rcd#: 0 SMITH,GREGORY A.

Effective Date: 09/01/2008 Transaction #/Sequence 11 Transaction Status NFC Ready

Action: DTA Data Change PAR Status: PRO Processed by Human Resources

Reason Code: Name Change

NOA 780 Name Change From,

Tracking Data [Customize](#) | [Find](#) | [First](#) | 1-5 of 5


Action Taken	Action Dt Ovrde	PAR Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name
09/16/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/12/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/11/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/11/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse
09/11/2008	<input type="checkbox"/>	PRO	TS077619	<input type="checkbox"/>	077619	Tracey Stackhouse

NFC Authentication Date:

Step	Action
11.	Click the OK button.
	<input type="button" value="OK"/>

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

SMITH,GREGORY A. EmplID: 077777 Empl Rcd Nbr: 0 [View All SINQ Errors](#)

Data Control Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Proposed Effective Date: 09/01/2008 [Go To Row](#) 

Effective Seq 1 1 Transaction Status NFC Ready


Auth Date: 09/11/2008 Contact EmplID: 077771 [View Current SINQ Errors](#)


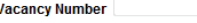
*Action: DTA Data Chg PAR Status: PRO Processed by Human Resources

*Reason Code: NAM Name Change Agency Type: LOC

NOA Code: 780 Name Change From, Name Change

Authority (1): 999 No Legal Authority Code Required


Authority (2): 

NTE Date:  Vacancy Number  ☐ Work Study Program

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Step	Action
12.	Click the Justification link. Justification

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PAR Justification

EmplID: 077777 Empl Rcd#: 0 SMITH,GREGORY A. SSN: XXX-XX-6688

Effective Date: 09/01/2008 Transaction # / Sequence: 11 Transaction Status: NFC Ready

Action: **DTA** Data Change PAR Status: PRO Processed by Human Resources

Reason Code: **NAM** Name Change

NOA Code: **780** Name Change From,

Not To Exceed Date:

Contact: Schenkel,James F.

Data entered in this field does not feed into the SF-50/52


LCR: Recommending Official: Schenkel,James F.

Par Justification:

Step	Action
13.	<p>This new link is used to enter contact information for the PAR.</p> <p>Click the OK button.</p> <p><input type="button" value="OK"/></p>

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

SMITH,GREGORY A. EmplID: 077777 Empl Rcd Nbr: 0 [View All SINQ Errors](#)

Data Control Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Proposed Effective Date: 09/01/2008 [Go To Row](#) 

Effective Seq 1 1 Transaction Status NFC Ready


Auth Date: 09/11/2008 Contact EmplID: 077771 [View Current SINQ Errors](#)


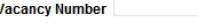
*Action: DTA Data Chg PAR Status: PRO Processed by Human Resources

*Reason Code: NAM Name Change Agency Type: LOC

NOA Code: 780 Name Change From, Name Change

Authority (1): 999 No Legal Authority Code Required


Authority (2): 

NTE Date:  Vacancy Number  ☐ Work Study Program

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Step	Action
14.	Click the Personal Data tab. Personal Data

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SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

Personal Data

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

Name

First: GREGORY Middle: A

Last: SMITH Suffix:

Name: SMITH,GREGORY A

Pref First Name

Gender: ☒ Male ☐ Female

Draft Status:

*Date of Birth: 06/03/1953

Disability Code: 05 No Handicap

Date of Death:

Citizenship Status

*Country: USA United States

Citizenship: 1 US Citizen/Naturalization

RNO: E White

Additional Birth Info Address Info Phone Nbrs Veterans Info Marital Info Education Details


Country: USA *Type/Description: PR SSN: 507-60-6688











Save Return to Search Previous tab Next tab Update/Display Include History Correct History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

Step	Action
15.	Click on both of the green book icons to view changes on the Personal Data page.

Field	8.8	9.0	Impact
Action Type	Act Type	Action Type	Field name expanded.
Pref First Name	Available	Pref First Name	Field name change from Alias Name.
Citizenship Status section	Not Available	New	This new section contains the following fields:
Citizenship Status			<ul style="list-style-type: none"> Country (field name changed) Citizenship (field name changed)
Citizenship Country			
Draft Status	Available	Available	Field moved and is now located under the Gender radio buttons.



Field	8.8	9.0	Impact
Disability Code 	Handicap Cd	Disability Code	Field name changed and is now located under Date of Birth field.
RNO 	Available	Available	Field moved to the right of the Disability Code field.
Date of Death 	Not Available	New	Data cannot be entered during hire entry.
Highest Education Level 	Not Available	New	This required field is used to enter a new hire's highest level of education.
Additional Birth Info Link 	Birth Info Link	Additional Birth Info Link	Link name changed.
Phone Nbrs Link 	Personal Phone Link	Phone Nbrs Link	Link name changed.
Education Details Link 	Education Link	Education Details Link	Link name changed.
Country 	Not Available	New	Displays the Country.
Type/Description 	Not Available	New	Defaults to PR.
National ID 	Not Available	New	New hire's Social Security Number is entered in this field.

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[View All SINQ Errors](#)

SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

[Find](#) | [View All](#) | First [1](#) of [1](#) | Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

Name

First: GREGORY Middle: A

Last: SMITH Suffix:

Name: SMITH,GREGORY A.

Pref First Name

Gender: ☒ Male ☐ Female

Draft Status:

*Date of Birth: 06/03/1953

Disability Code: 05 No Handicap

Date of Death:

Citizenship Status

*Country: USA United States

Citizenship: 1 US Citizen/Naturalization

RNO: E White

[Additional Birth Info](#) | [Address Info](#) | [Phone Nbrs](#) | [Veterans Info](#) | [Marital Info](#) | [Education Details](#)

Country: USA *Type/Description: PR SSN: 507-60-6688


[Save](#) | [Return to Search](#) | [Previous tab](#) | [Next tab](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

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Step	Action
16.	Click the Phone Nbrs link. Phone Nbrs

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- Global Payroll
- Payroll Interface
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Personal Phone Numbers



Phone Numbers

Customize | Find | First | 1 of 1 | Last

*Phone Type	Eff Date	Telephone	Phone Extension	Preferred
1 Home	09/01/2008			<input type="checkbox"/>


OK Cancel

Step	Action
17.	Click the green book icon to view changes on the Personal Phone Numbers page.

Field	8.8	9.0	Impact
Employee Phone Relay	Available	Removed	Field removed.
Phone Extension 	Not Available	New	Enter the phone extension when applicable.
Preferred Checkbox 	Not Available	New	Activate the checkbox when the phone number is the number preferred by the employee.

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 - Who has the PAR
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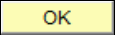
Personal Phone Numbers

Phone Numbers

Customize | Find | First | 1 of 1 | Last

*Phone Type	Eff Date	Telephone	Phone Extension	Preferred
1 Home	09/01/2008			<input type="checkbox"/>

OK Cancel

Step	Action
18.	Click the OK button.
	

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Data Control | **Personal Data** | **Job** | **Position** | **Compensation** | **Employment 1** | **Employment 2** | **Benefit Data**

View All SINQ Errors

SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

Personal Data Find | View All First 1 of 1 | Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

Name

First: GREGORY Middle: A

Last: SMITH Suffix:

Name: SMITH,GREGORY A.

Pref First Name

Gender: ☒ Male ☐ Female

Draft Status:

***Date of Birth:** 06/03/1953

Disability Code: 05 No Handicap

Date of Death:

Citizenship Status

*Country: USA United States

Citizenship: 1 US Citizen/Naturalization

RNO: E White

[Additional Birth Info](#) [Address Info](#) [Phone Nbrs](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Country: USA *Type/Description: PR SSN: 507-60-6688


[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

Step	Action
19.	Click the Veterans Info link. Veterans Info

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Veterans Info

Veterans Preference:

Veterans Status:

Uniformed Service:

Military Separation Status: Military Grade:






Military Service Start Date:  End Date: 

Reserve Category:

Creditable Military Service:


Veterans Preference RIF: ☐ Notify Military Pay Center ☐ Military Service Verified ☐ Disabled Veteran

Step	Action
20.	Click the green book icon to view changes on the Veterans Info page.

Field	8.8	9.0	Impact
Uniformed Service 	Military Branch	Uniformed Service	Field name changed.
Military Service Start Date 	Not Available	New	Enter the date when the employee started military service.
End Date 	Date Retired Military	End Date	Field name changed.
Reserve Category 	Uniform Service Status	Reserve Category	Field name changed.
Veterans Preference RIF 	Value selected from drop-down menu	Drop-down menu changed to a checkbox.	Change in selecting values.

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Veterans Info

Veterans Preference:

Veterans Status:

Uniformed Service:

Military Separation Status: Military Grade:

Military Service Start Date: BY End Date: BY

Reserve Category:

Creditable Military Service:

Veterans Preference RIF: ☐ Notify Military Pay Center ☐ Military Service Verified ☐ Disabled Veteran

Step	Action
21.	Click the OK button. <input type="button" value="OK"/>

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Data Control | **Personal Data** | **Job** | **Position** | **Compensation** | **Employment 1** | **Employment 2** | **Benefit Data**

View All SINQ Errors

SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

Personal Data Find | View All First 1 of 1 | Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

Name

First: GREGORY Middle: A

Last: SMITH Suffix:

Name: SMITH,GREGORY A.

Pref First Name

Gender: ☒ Male ☐ Female

Draft Status:

***Date of Birth:** 06/03/1953

Disability Code: 05 No Handicap

Date of Death:

Citizenship Status

*Country: USA United States

Citizenship: 1 US Citizen/Naturalization

RNO: E White

[Additional Birth Info](#) [Address Info](#) [Phone Nbrs](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Country: USA *Type/Description: PR SSN: 507-60-6688


[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

Step	Action
22.	Click the Job tab.
	Job

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

View All SINQ Errors

SMITH, GREGORY A. EmplID: 077777 Empl Rcd#: 0

Job Data

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources


NOA Code: 780 Action Type: Data Change Empl Status: Active

Position: 90146931 SL- 1410- 00 CHIEF, MBRS ☐ Position Management Record

NFC Position# 00005262 Refresh Position Data ☐ Position Override

Job Code: 053636 SL- 1410- 00 CHIEF, MBRS

Master RCD # 012488

Agency: LC Library of Congress Losing/Gaining Dept.: 

Sub-Agency: AE Library of Congress

Business Unit: LOC Library of Congress


Department: 925880 MOTION PIC, BROADCASTING&RECOR AE4020001200000000

Location: 510690047 CULPEPER, VA AE4020001200000000

Tax Location: FY: 2009

Classification

Previous Class Action


Previous Sub-Agency 

Departmental Hierarchy

Detail

NFC Job Information

Step	Action
23.	Click the green book icon to view changes on the Job page.



Field	8.8	9.0	Impact
Position Management Record	Posn Mgmt Rod	Position Management Record	Field name expanded.
Departmental Hierarchy Link	Dept Hierarchy	Departmental Hierarchy	Link name expanded.
Detail Link	Detail Info	Detail	Link name shortened.
FY	Not Available	New	Located to the right of Tax Location field.
NFC Job Information Link	Not Available	New	Displays the NFC Job Information page.
Previous Class Action	Prev Class Actn	Previous Class Action	Field name expanded.

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[View All SINQ Errors](#)

SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

[Find](#) | [View All](#) | First [1](#) of [1](#) | Last

Job Data

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

Position: 90146931 SL- 1410- 00 CHIEF, MBRS ☐ Position Management Record

NFC Position# 00005262 [Refresh Position Data](#) ☐ Position Override

Job Code: 053636 SL- 1410- 00 CHIEF, MBRS

Master RCD # 012488

Agency: LC Library of Congress Losing/Gaining Dept.: ☐

Sub-Agency: AE Library of Congress

Business Unit: LOC Library of Congress

Department: 925880 MOTION PIC, BROADCASTING&RECOR AE4020001200000000

Location: 510690047 CULPEPER, VA AE4020001200000000 [Departmental Hierarchy](#)

Tax Location: FY: 2009 [Detail](#) [NFC Job Information](#)

Classification


Previous Class Action

Previous Sub-Agency

Step	Action
24.	Click the NFC Job Information link. NFC Job Information

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NFC Job Information

Job Information

Previous Sub-Agency: 

Classification Action Code:

Retained Occup Function:

Retained Occup Series: 

Benefits

LI Coverage Amt (In Thousands):

TSP Eligibility: 9 CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP

Payroll

Annual Leave Category: 8 Hours ☐ Leave Earning Status

Salary Share Code: Not Applicable ☐ Annual Leave 45-Day Indicator

COLA/Post Differential: None

Special Employee Pay Code: NOT APPLICABLE

Wage Board Shift Rate:

Quarters Deduction Code: Quarters Deduction Amount:


Step	Action
25.	Click the green book icon to view fields on the NFC Job Information page.



Field	Description
Previous Sub-Agency	Employee's previous sub-agency displays or is selected.
Classification Action Code	Classification action code displays or is selected.
Retained Occup Function	Retained occupational function displays or is selected.
Retained Occup Series	Retained occupational series displays or is selected.
LI Coverage Amt (In Thousands)	LI coverage amount displays or is entered.
TSP Eligibility	TSP eligibility value displays or it selected.
Annual Leave Category	Annual leave value displays or is selected.
Leave Earning Status	Indicates employee's earning status is active when checkbox is active.
Salary Share Code	Salary share code displays or is selected.
Annual Leave 45-Day Indicator	Indicates annual leave 45-day is active when checkbox is active.
COLA/Post Differential	COLA/Differential value displays or is selected.
Special Employee Pay Code	Special employee pay code displays or is selected.
Wage Board Shift Rate	Wage board shift rate displays or is entered.
Quarters Deduction Code	Quarters deduction code displays or is selected.
Quarters Deduction Amount	Quarters deduction amount displays or is entered.

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NFC Job Information

Job Information

Previous Sub-Agency: 

Classification Action Code:

Retained Occup Function:

Retained Occup Series: 

Benefits

LI Coverage Amt (In Thousands):

TSP Eligibility:

Payroll

Annual Leave Category: ☒ Leave Earning Status

Salary Share Code: ☐ Annual Leave 45-Day Indicator

COLA/Post Differential:

Special Employee Pay Code:

Wage Board Shift Rate:

Quarters Deduction Code: Quarters Deduction Amount:

Step	Action
26.	Click the OK button. <input type="button" value="OK"/>

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[View All SINO Errors](#)

SMITH, GREGORY A. EmplID: 077777 Empl Rcd#: 0

Position Data Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# / Seq 1 PAR Status: Processed by Human Resources
NOA Code: 780 Action Type: Data Change Empl Status: Active

LEO Position: Not Applicable ☒ SF-113G Ceiling *Regular Shift: Not Applicable

POI: 0103 Library of Congress Rate / Factor:

Pay Group: NFC NFC Biweekly

Pay Frequency: BiweeklyB **Holiday Schedule:** FHL FED Holiday Schedule

Work Period: B Type Appt: Excepted-Permanent, SES-NonCar

*Employee Type: S Salaried Posn Occupied: Excepted

Fund Source: 014200 Work Schedule: Full Time

Employee Classification: Not Applicable *FLSA Status: Exmpt *Job Indicator: Primary

Adds to FTE Actual Count ☐ Standard Hours: 40.00 FTE:

Supervisor Level:

Special Position Code

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

Internet | Protected Mode: On 100%

Step	Action
27.	Click the green book icon to view additions and changes on the Position page.

Field	8.8	9.0	Impact
Shift/Rate	Shift Rate/Factor:	Rate/Factor	Field name modified.
Pay Group	Display-only field	Displays default	Displays default value but different value can be entered in this field.
Holiday Schedule	Search by drop-down arrow	Search by magnifying glass	Holiday Schedule is now maintained on its own unique table. Holiday Schedule and fields located below Holiday Schedule have been moved down one line on the page.
Earnings Program	Not Available	New	Display only field.
Special Position Code	Not Available	New	Describes a position an employee holds which has special retirement calculation rules.

HR Processing - Windows Internet Explorer

https://199.134.230.10/psp/USDAUAT/EMPLOYEE/HRMS/c/ADMINISTER_WORKFORCE_USF Certificate Error Live Search

HR Processing

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2 Benefit Data

View All SING Errors

SMITH, GREGORY A EmplID: 077777 Empl Rcd#: 0

Position Data Find View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

LEO Position: Not Applicable SF-113G Ceiling Regular Shift: Not Applicable

POI: 0103 Library of Congress Rate / Factor:

Pay Group: NFC NFC Biweekly

Pay Frequency: B Holiday Schedule: FHL FED Holiday Schedule

Work Period: B Type Appt: Excepted-Permanent, SES-NonCar

*Employee Type: S Salaried Posn Occupied: Excepted

Fund Source: 014200 Work Schedule: Full Time

Employee Classification: Not Applicable *FLSA Status: Exempt Job Indicator: Primary

Adds to FTE Actual Count

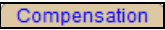
Standard Hours: 40.00 FTE:

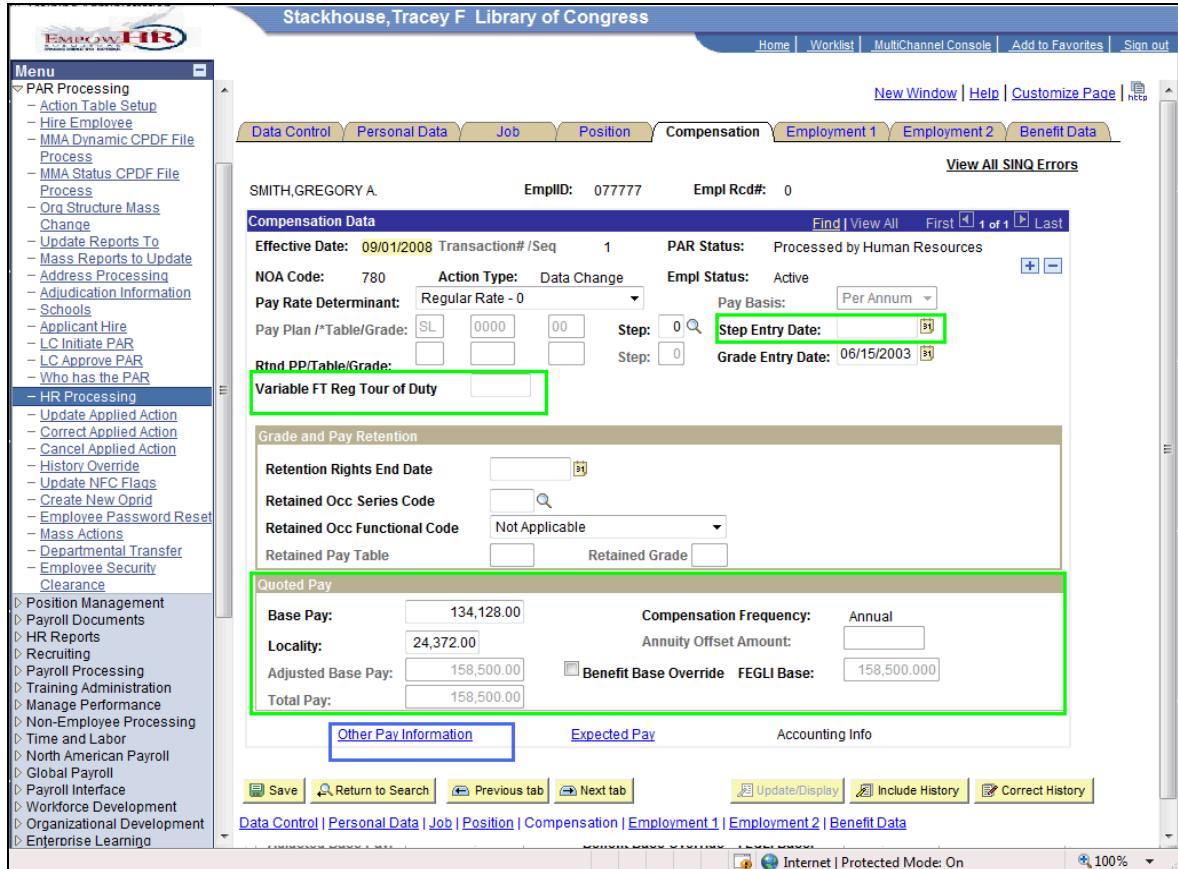
Supervisor Level:

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

http://www.empow... HR Processing - Wi... 1:35 PM

Step	Action
28.	Click the Compensation tab. 



The screenshot displays the EmpowHR system interface for employee SMITH, GREGORY A. (EmplID: 077777). The **Compensation** tab is selected, showing various compensation data fields. Key fields include:

- Effective Date:** 09/01/2008
- Transaction# / Seq:** 1
- PAR Status:** Processed by Human Resources
- NOA Code:** 780
- Action Type:** Data Change
- Empl Status:** Active
- Pay Rate Determinant:** Regular Rate - 0
- Pay Basis:** Per Annum
- Pay Plan / *Table/Grade:** SL 0000 00
- Step:** 0
- Step Entry Date:** 09/01/2008 (highlighted with a green box)
- Grade Entry Date:** 06/15/2003
- Variable FT Reg Tour of Duty:** (highlighted with a green box)
- Quoted Pay:**
 - Base Pay: 134,128.00
 - Locality: 24,372.00
 - Adjusted Base Pay: 158,500.00
 - Total Pay: 158,500.00
 - Compensation Frequency: Annual
 - Benefit Base Override: ☐
 - FEGLI Base: 158,500.00


The interface includes a left-hand menu with options like PAR Processing, HR Processing, and Position Management. At the bottom, there are buttons for Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
29.	Click the green book icon to view additions and changes on the Compensation page.

Field	8.8	9.0	Impact
Step Entry Date	Not Available	New	Defaults to current date.
Variable FT Reg Tour of Duty	Not Available	New	Number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to a part-time schedule if he or she were full-time. (Usually 80 hours.)
Quoted Pay Section	Not Available	New	Contains the remaining fields from 8.8 on the Compensation page.
Other Pay Information Link	Other Pay	Other Pay Information	Link name expanded.

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[View All SING Errors](#)

SMITH, GREGORY A. EmplID: 077777 Empl Rcd#: 0

Compensation Data Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

Pay Rate Determinant: Regular Rate - 0 Pay Basis: Per Annum

Pay Plan /Table/Grade: SL 0000 00 Step: 0 Step Entry Date: 06/15/2003

Rtnd PP/Table/Grade: Step: 0 Grade Entry Date: 06/15/2003

Variable FT Reg Tour of Duty

Grade and Pay Retention

Retention Rights End Date

Retained Occ Series Code

Retained Occ Functional Code Not Applicable

Retained Pay Table Retained Grade

Quoted Pay

Base Pay: 134,128.00 Compensation Frequency: Annual

Locality: 24,372.00 Annuity Offset Amount:

Adjusted Base Pay: 158,500.00 Benefit Base Override FEGLI Base: 158,500.00

Total Pay: 158,500.00

[Other Pay Information](#) [Expected Pay](#) Accounting Info

Save Return to Search Previous tab Next tab Update/Display Include History Correct History


[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#) | [Benefit Data](#)

Internet | Protected Mode: On 100%

Step	Action
30.	Click the Other Pay Information link. Other Pay Information

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- Labor Relations

Other Pay Information

Other Pay Customize | Find | View All | First 1 of 1 Last


Earnings Code	Description	Quoted Annualized Amount	Expected Amount
1			

OK Cancel

Step	Action
31.	The Pay Period Amount field was removed in EmpowHR 9.0.

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Other Pay Information

Other Pay Customize | Find | View All | First 1 of 1 Last

Earnings Code	Description	Quoted Annualized Amount	Expected Amount
1			

Step	Action
32.	Click the OK button.
	<input type="button" value="OK"/>

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[View All SING Errors](#)

SMITH, GREGORY A. EmplID: 077777 Empl Rcd#: 0

Compensation Data Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

Pay Rate Determinant: Regular Rate - 0 Pay Basis: Per Annum

Pay Plan / Table/Grade: SL 0000 00 Step: 0 Step Entry Date: 06/15/2003

Rtnd PP/ Table/Grade: Step: 0 Grade Entry Date: 06/15/2003

Variable FT Reg Tour of Duty

Grade and Pay Retention

Retention Rights End Date

Retained Occ Series Code

Retained Occ Functional Code Not Applicable

Retained Pay Table Retained Grade

Quoted Pay

Base Pay: 134,128.00 Compensation Frequency: Annual

Locality: 24,372.00 Annuity Offset Amount:

Adjusted Base Pay: 158,500.00 Benefit Base Override FEGLI Base: 158,500.00

Total Pay: 158,500.00

[Other Pay Information](#) [Expected Pay](#) [Accounting Info](#)

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Internet | Protected Mode: On 100%

Step	Action
33.	Click the Employment 1 tab. Employment 1

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[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | **Employment 1** | [Employment 2](#) | [Benefit Data](#)

[View All SINQ Errors](#)

SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

Employment Data 1 Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

EOD Dt: 01/08/2001 Hire NTE Dt: Mand Retire Dt: [Exp Dates](#)

Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

Leave: 01/08/2001 Retire: 01/08/2001

RIF: 01/08/2001 TSP: 01/13/2002

Sev Pay: 01/08/2001

Service Conversion Dates

Conv Begin Date:

Career Tenure Date:

Within-Grade Increase Data

WGI Status: N/A Last Increase Dt: 05/13/2007

WGI Due Date: SCD-WGI:

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Step	Action
34.	Click the Employment 2 tab. Employment 2

Training Guide

EmpowHR 8.8 to 9.0 Transition Training

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Data Control	Personal Data	Job	Position	Compensation	Employment 1	Employment 2	Benefit Data
--------------	---------------	-----	----------	--------------	--------------	--------------	--------------

[View All SING Errors](#)

SMITH,GREGORY A EmplID: 077777 Empl Rcd#: 0

Employment Data 2		Find View All	First < + of 1 > Last
Effective Date:	09/01/2008	Transaction# / Seq	1
NOA Code:	780	Action Type:	Data Change
PAR Status:	Processed by Human Resources		
Empl Status:	Active		

Bargaining Unit:	<input type="text" value="8888"/>	Not in bargaining unit	Last Date Worked <input type="text"/>
Union Code:	<input type="text"/>		Retained Grade Expires <input type="text"/>
Union Anniversary Date:	<input type="text"/>		Begin Date: <input type="text"/>
Tenure:	<input type="text" value="Not in a retention"/>		Expires Date: <input type="text"/>






<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"><th>New Position</th></tr> </thead> <tbody> <tr> <td>Emp Probation Period Date <input type="text" value="01/08/2001"/></td> </tr> </tbody> </table>	New Position	Emp Probation Period Date <input type="text" value="01/08/2001"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"><th>Supervisor/Managerial Position</th></tr> </thead> <tbody> <tr> <td>Supv/Mgr Prob Period Reqr <input type="text" value="Not Required"/></td> </tr> <tr> <td>Supv/Mgrl Prob Period Date <input type="text"/></td> </tr> </tbody> </table>	Supervisor/Managerial Position	Supv/Mgr Prob Period Reqr <input type="text" value="Not Required"/>	Supv/Mgrl Prob Period Date <input type="text"/>
New Position						
Emp Probation Period Date <input type="text" value="01/08/2001"/>						
Supervisor/Managerial Position						
Supv/Mgr Prob Period Reqr <input type="text" value="Not Required"/>						
Supv/Mgrl Prob Period Date <input type="text"/>						

Coop	
Salary Share Code <input type="text" value="Not Applicable"/>	Coop Overtime Rate <input type="text"/>
Coop Share Amt <input type="text"/>	Coop Holiday Rate <input type="text"/>

[Probation Dates](#) [Non Pay Data](#) [Security Info](#)

Save
 Return to Search
 Previous tab
 Next tab
 Update/Display
 Include History
 Correct History

Step	Action
35.	Click the green book icon to view additions and changes on the Employment 2 page.

Field	8.8	9.0	Impact
Phone Nbrs Link	Available	Removed	This link is no longer available.
Security Info Link 	Available	Available	This link was moved to the bottom of the page.
Non Pay Data Link 	Not Available	New	This new link allows Non Pay Data page to display.
Emp Probation Period Date 	Employee Probation Period Date	Emp Probation Period Date	Field name shortened.
Supv/Mgr Prob Period Reqr 	Supervisor/Managerial Prob Period	Supv/Mgr Prob Period Reqr	Field name shortened.
Supv/Mgr Prob Period Date 	Supervisor/Managerial Prob Period date	Supv/Mgr Prob Period Date	Field name shortened.

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SMITH, GREGORY A. EmplID: 077777 Empl Rcd#: 0

Employment Data 2 Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# / Seq 1 PAR Status: Processed by Human Resources
 NOA Code: 780 Action Type: Data Change Empl Status: Active

Bargaining Unit: 8888 Not in bargaining unit Last Date Worked: [Date Field]
 Union Code: [Field] Retained Grade Expires: [Field]
 Union Anniversary Date: [Field] Begin Date: [Date Field]
 Tenure: Not in a retention Expires Date: [Date Field]

New Position Supervisor/Managerial Position

Emp Probation Period Date: 01/08/2001 Supv/Mgr Prob Period Reqrd: Not Required
 Supv/Mgr Prob Period Date: [Date Field]

Coop

Salary Share Code: Not Applicable Coop Overtime Rate: [Field]
 Coop Share Amt: [Field] Coop Holiday Rate: [Field]

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Step	Action
36.	Click the Non Pay Data link. Non Pay Data

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Non Pay Data

NOA Code:


Expiration Date: Last Date Worked: 

SCD Hours: Probation Hours: Career Tenure Hours:

Step	Action
37.	Click the green book icon to view fields on the Non Pay Data page.




Field	Description
NOA Code	Nature of Action code displays, when applicable.
Expiration Date	Displays expiration date, when applicable.
Last Date Worked	Last Date Work displays or is entered.
SCD Hours	SCD hours displays or is entered.
Probation Hours	Probation hours display or is entered.
Career Tenure Hours	Career tenure hours display or is entered.



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Non Pay Data

NOA Code: _____

Expiration Date: _____ Last Date Worked:

SCD Hours: Probation Hours: Career Tenure Hours:

Step	Action
38.	Click the OK button.
	<input type="button" value="OK"/>

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SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

Employment Data 2 Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources
 NOA Code: 780 Action Type: Data Change Empl Status: Active

Bargaining Unit: 8888 Not in bargaining unit Last Date Worked: []
 Union Code: [] Retained Grade Expires: []
 Union Anniversary Date: [] Begin Date: []
 Tenure: Not in a retention Expires Date: []

New Position Supervisor/Managerial Position
 Emp Probation Period Date 01/08/2001 []
 Supv/Mgr Prob Period Reqr'd Not Required
 Supv/Mgr Prob Period Date []

Coop
 Salary Share Code Not Applicable Coop Overtime Rate []
 Coop Share Amt [] Coop Holiday Rate []

[Probation Dates](#) [Non Pay Data](#) [Security Info](#)

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Step	Action
39.	Click the Benefit Data tab. Benefit Data
40.	The system name changed from I*CAMS to EmpowHR for these check boxes.

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Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data

[View All SINQ Errors](#)

SMITH, GREGORY A EmplID#: 077777 Empl Rcd#: 0

Benefits Data Find | View All First 1 of 1 Last

Effective Date: 09/01/2008 Transaction# /Seq 1 PAR Status: Processed by Human Resources

NOA Code: 780 Action Type: Data Change Empl Status: Active

FEHB Eligibility

- ☒ 1-Enrolled
- ☐ 2-Ineligible
- ☐ 3-Waived
- ☐ 4-Eligible - Pending
- ☐ 6-Court Ordered-Enrolled
- ☐ 7-Court Ordered-Eligible Pend
- ☐ 8-Court Ordered-Self to Family
- ☐ 5-Cancelled
- ☐ Transmit Blanks to NFC but Retain value in EMPOWHR

FEHB Date:

TSP Eligibility

TSP Eligibility: 9 CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP

☐ Transmit Blanks to NFC but Retain value in EMPOWHR [Explanation of TSP Eligibility Codes](#)

FEGLI

FEGLI Code: C0 Basic only

Post 65 Basic Life Reduction:

☐ Living Benefits Living Coverage Amount: FEGLI Coverage Amt:

☐ FEGLI Court Order

Annual Leave

Alt. Set Cdy: 8 Hours Alt. 15 Days ☐ Comp Leave During Pay Period

Step	Action
41.	Click the scrollbar.
42.	Leave Ceiling Reason field contains the reason the employee is allowed to carry over a higher amount of leave in a non-standard personal leave ceiling.
43.	This completes HR Processing . End of Procedure.

Address Processing

Overview

This section demonstrates the changes and additions to Address Processing functionality in EmpowHR 9.0.

Address Processing

This section demonstrates HR Processing.



Step	Action
1.	Click the PAR Processing link. PAR Processing

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Main Menu > PAR Processing [Edit "PAR Processing" Folder](#)

PAR Processing


 Action Table Setup Action Table Setup	 Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	 MMA Dynamic CPDF File Process MMA Dynamic CPDF File Process
 MMA Status CPDF File Process MMA Status CPDF File Process	 Org Structure Mass Change	 Update Reports To Update Reports To
 Mass Reports to Update Mass Reports to Update	 Address Processing Address Info	 Adjudication Information Adjudication Information
 Schools Define Schools.	 Applicant Hire Applicant Hire	 LC Initiate PAR LC Initiate PAR
 LC Approve PAR LC Approve PAR	 Who has the PAR LC Worklist	 HR Processing Identifies personnel action details of request ready for human resources to process
 Update Applied Action Update Applied Recs	 Correct Applied Action Identifies details regarding corrections to a personnel action	 Cancel Applied Action Identifies details regarding the cancellation of a personnel action
 History Override History Override	 Update NFC Flags Update NFC Flags	 Create New Oprid Create New Oprid
 Employee Password Reset Employee Password Reset	 Mass Actions Mass Actions	 Departmental Transfer
 Employee Security Clearance Employee Security Clearance		

Step	Action
2.	Click the Address Processing link. Address Processing



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Address Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

Empl Rcd Nbr:


Name:

Last Name:


Social Security Number:

Sub-Agency:

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .




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Address Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 077777

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with


Social Security Number: =

Sub-Agency: begins with

☐ Include History
 ☐ Correct History
 ☐ Case Sensitive

Search

Clear


[Basic Search](#)
 [Save Search Criteria](#)

Step	Action
4.	Click the Search button.
	<div>Search</div>

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Address Data

EmpID: 077777 GREGORY SMITH

Address Information Find | View All First 1 of 1 Last

Effective Dt: 04/08/2001 Transaction Status: NFC Auto

Record Origin: Auto Action

Home Address

Address 1: 3900 SHELLEY LANE

Address 2:

Address 3:

City: ANNANDALE

State: VA Virginia

Zip Code: 22003-2233

County: Fairfax

Country: USA United States

Only Enter If Not Using Direct Deposit

Check Mailing Address

Address 1:

Address 2:

Address 3:

City:



State:




Postal Code:

Other:

County:

Country: USA United States

 Save  Return to Search

 Update/Display  Include History  Correct History

Step	Action
5.	Field name changed from Zip Code to Postal Code .
6.	This completes Address Processing . End of Procedure.

Department Transfer

Overview

This section demonstrates the changes and additions to Department Transfer functionality in EmpowHR 9.0.

Department Transfer

This section demonstrates HR Processing.



Step	Action
1.	Click the PAR Processing link. PAR Processing

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Menu

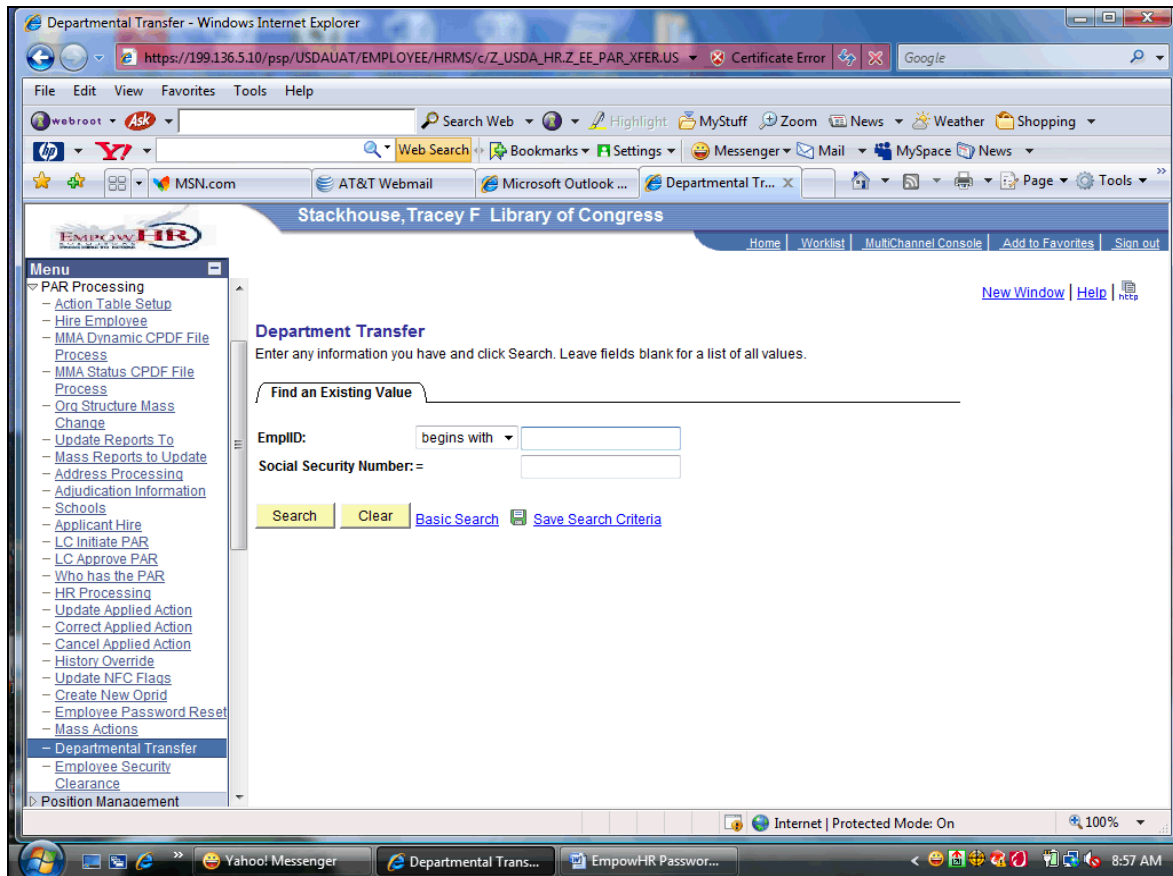
- PAR Processing
 - Action Table Setup
 - Hire Employee
 - MMA Dynamic CPDF File Process
 - MMA Status CPDF File Process
 - Org Structure Mass Change
 - Update Reports To
 - Mass Reports to Update
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 - LC Approve PAR
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 - Update Applied Action
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 - Create New Opid
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- Payroll Processing
- Training Administration
- Manage Performance
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- Time and Labor
- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Pension
- Labor Relations

PAR Processing

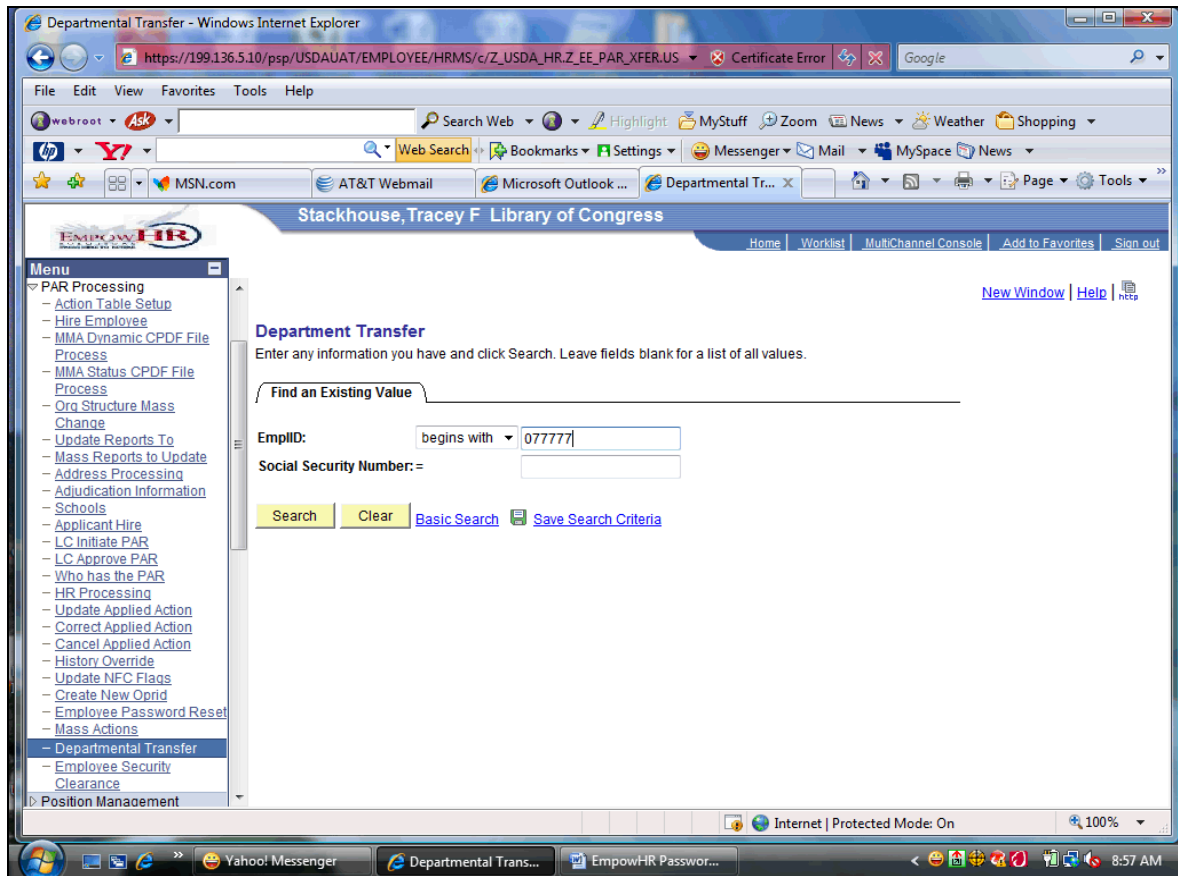
PAR Processing


Action Table Setup Action Table Setup	Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	MMA Dynamic CPDF File Process MMA Dynamic CPDF File Process
MMA Status CPDF File Process MMA Status CPDF File Process	Org Structure Mass Change	Update Reports To Update Reports To
Mass Reports to Update Mass Reports to Update	Address Processing Address Info	Adjudication Information Adjudication Information
Schools Define Schools.	Applicant Hire Applicant Hire	LC Initiate PAR LC Initiate PAR
LC Approve PAR LC Approve PAR	Who has the PAR LC Worklist	HR Processing Identifies personnel action details of request ready for human resources to process
Update Applied Action Update Applied Recs	Correct Applied Action Identifies details regarding corrections to a personnel action	Cancel Applied Action Identifies details regarding the cancellation of a personnel action
History Override History Override	Update NFC Flags Update NFC Flags	Create New Opid Create New Opid
Employee Password Reset Employee Password Reset	Mass Actions Mass Actions	Departmental Transfer
Employee Security Clearance Employee Security Clearance		

Step	Action
2.	Click the Departmental Transfer link. Departmental Transfer



Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .



Step	Action
4.	Click the Search button. 

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- Payroll Interface
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- Organizational Development
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- Labor Relations

Departmental Transfer

SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

Data Control Find | View All First 1 of 2

Effective Date: Transaction Status: InProgress

Effective Seq:

Auth Date: 09/16/2008

*Action: PAR Status: Initiated

*Reason Code: Agency Type: LOC

NOA Code: Losing/Gaining Dept.

Authority (1):

Authority (2):

Position Information

Position: 90146931 SL- 1410- 00 CHIEF, MBRS

NFC Posn #: 00005262

Job Code: 053636 SL- 1410- 00 CHIEF, MBRS

Master RCD#: 012488

Agency: LC Library of Congress

Sub-Agency: AE Library of Congress

Department: 925880 MOTION PIC, BROADCASTING&RECOR AE4020001200000000

Location: 510690047 CULPEPER, VA

Save Return to Search

Step	Action
5.	Click the green book icon for changes and additions to the Department Transfer page.

Field	8.8	9.0	Impact
PAR Status	No Label	Label Changed	A field label has been added to the existing field.
NFC Posn #	Unavailable	New	This field comes from the Payroll/Personnel Corporate.
Master RCD#	Unavailable	New	This field comes from the Payroll/Personnel Corporate.

Step	Action
6.	This completes Address Processing . End of Procedure.

Employee Security Clearance

Overview

This section demonstrates the changes and additions to Employee Security Clearance functionality in EmpowHR 9.0.

Employee Security Clearance

This section demonstrates HR Processing.



Step	Action
1.	Click the PAR Processing link. PAR Processing

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Menu

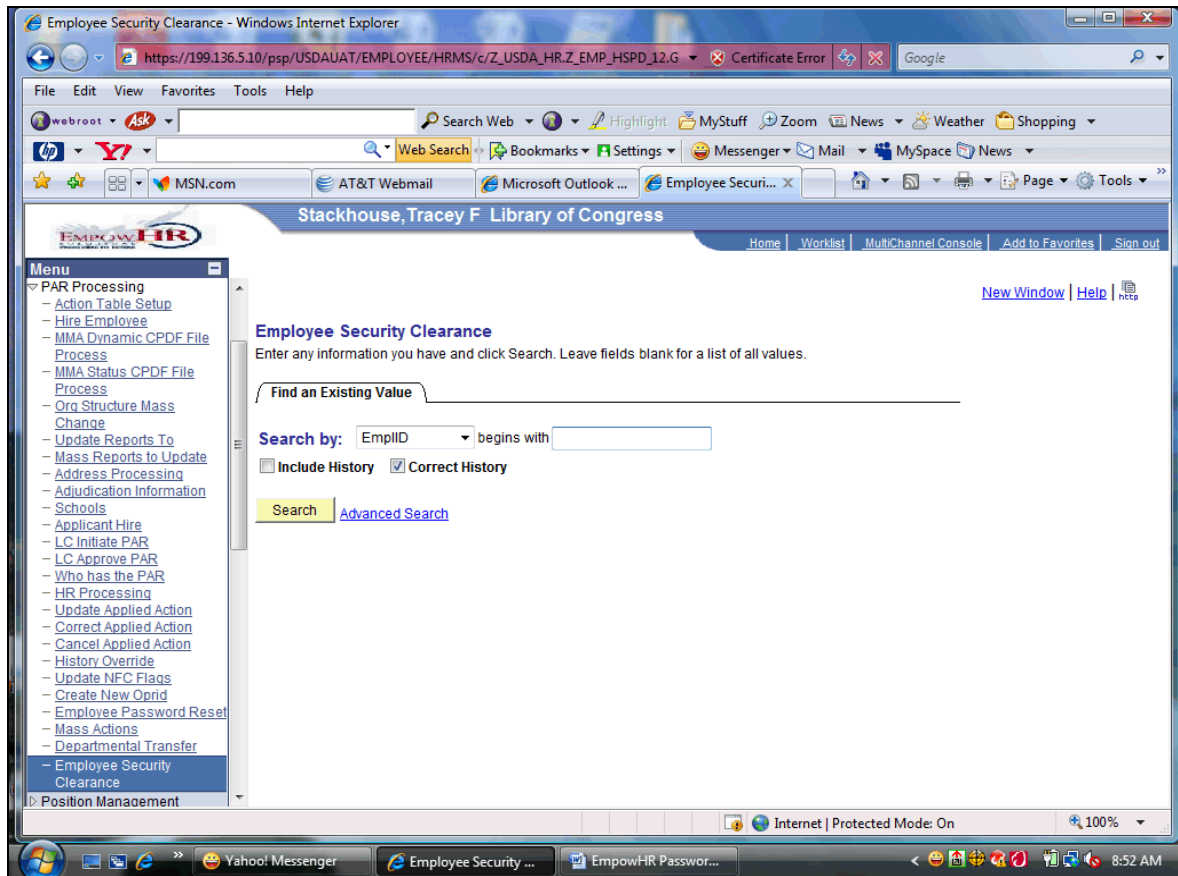
- PAR Processing
 - Action Table Setup
 - Hire Employee
 - MMA Dynamic CPDF File Process
 - MMA Status CPDF File Process
 - Org Structure Mass Change
 - Update Reports To
 - Mass Reports to Update
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- Payroll Interface
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Main Menu > PAR Processing [Edit "PAR Processing" Folder](#)

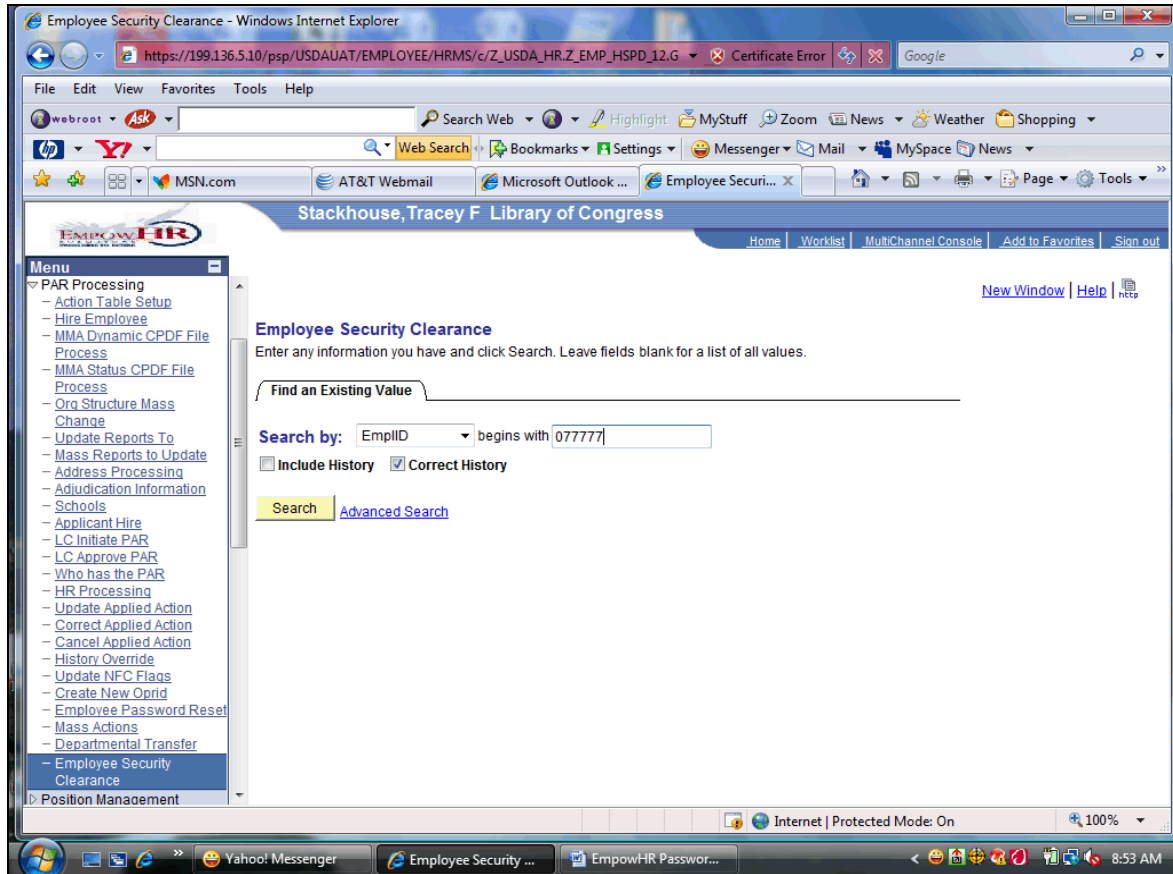
PAR Processing

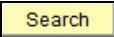
 Action Table Setup Action Table Setup	 Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	 MMA Dynamic CPDF File Process MMA Dynamic CPDF File Process
 MMA Status CPDF File Process MMA Status CPDF File Process	 Org Structure Mass Change	 Update Reports To Update Reports To
 Mass Reports to Update Mass Reports to Update	 Address Processing Address Info	 Adjudication Information Adjudication Information
 Schools Define Schools.	 Applicant Hire Applicant Hire	 LC Initiate PAR LC Initiate PAR
 LC Approve PAR LC Approve PAR	 Who has the PAR LC Worklist	 HR Processing Identifies personnel action details of request ready for human resources to process
 Update Applied Action Update Applied Recs	 Correct Applied Action Identifies details regarding corrections to a personnel action	 Cancel Applied Action Identifies details regarding the cancellation of a personnel action
 History Override History Override	 Update NFC Flags Update NFC Flags	 Create New Oprid Create New Oprid
 Employee Password Reset Employee Password Reset	 Mass Actions Mass Actions	 Departmental Transfer
 Employee Security Clearance Employee Security Clearance		

Step	Action
2.	Click the Employee Security Clearance link. Employee Security Clearance




Step	Action
3.	Enter the desired information into the field. Enter a valid value e.g. "077777" .



Step	Action
4.	Click the Search button. 

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- Enterprise Learning
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Employee Security Clearance

SMITH,GREGORY A. EmplID: 077777 Empl Rcd#: 0

Investigation

LincPass Required ☐ Notes






Submitting Office Number

Security Office Identifier OPAC/ALC Number


Position information




Position Number 90146931 CHIEF, MBRS

Emergency Response Official ☐

 Save  Return to Search  Update/Display  Include History  Correct History

Step	Action
5.	Click the green book icon to view the changes and additions to the Employee Security Clearance page.



Field	8.8	9.0	Impact
(Unlabeled) 	Unavailable	New	Employee's name displays above Investigation section.
LincPass Required Checkbox 	Available	Available	Checkbox defaults as active in 9.0.
Card Activation Information Link 	Unavailable	New	This new link allows Card Activation Mailing Information page to display.

Step	Action
6.	This completes Address Processing . End of Procedure.

Module 4 Payroll Documents

Overview and Objectives

The functionality in the Payroll Documents component has changed. On all pages Social Security Number has been removed or masked to only show the last four digits. There are two new menu selections:

- Education
- Certification

In addition, the tax pages have been combined into one page.

After completing this module, participants will be able to:

- Identify changes to Payroll Documents
- Enter Education data
- Enter Certification data

Auth for Restored Annual Leave

Overview

Some fields on the Auth for Restored Annual Leave page have changed:

- On the top title bar, the words 'annual leave' are capitalized.
- Mgr Approves Request, Justification, and Approval fields have been realigned. These fields will only display when populated.

Restored Annual Leave

This section demonstrates the changes to Restored Annual Leave.




Step	Action
1.	Click the Payroll Documents link. Payroll Documents



The screenshot shows the EMPOWHR system interface for Stackhouse, Tracey F. Library of Congress. The left sidebar contains a 'Menu' with 'Payroll Documents' expanded, listing various links. The main content area, titled 'Payroll Documents', displays a grid of 24 links organized into three columns and eight rows. Each link is accompanied by a small icon and a sub-label.


Payroll Documents		
Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues

Step	Action
2.	Click the Auth for Restored Annual Leave link. Auth for Restored Annual Leave



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Menu

- Payroll Documents
 - Certifications
 - Education Information
 - Allowances
 - Auth for Restored Annual Leave**
 - Charitable Contributions
 - Compensatory Time Payments
 - Court Child Care/Alimony
 - Deductions Due to Indebtedness
 - Direct Deposit
 - Discretionary Allotments
 - Financial Allotment/Health Sav
 - Flexible Spending Account
 - Health Benefits
 - Leave Data Transferred
 - Lump Sum Leave Payments
 - MMA - Health Benefits
 - Master File Change
 - Multi-Element Update
 - Non-Federal Life Insurance
 - SES Performance Appraisal
 - Savings Bonds
 - Severance Payment
 - TSP Loan Allotment
 - Tax Data
 - Thrift Savings Plan
 - Thrift Savings Plan - Catch-Up
 - Union Dues
- HR Reports
- Recruiting
- Payroll Processing
- Training Administration
- Manage Performance
- Non-Employee Processing
- Time and Labor
- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development

Auth for Restored Annual Leave

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID: begins with


Empl Rcd Nbr: =

Social Security Number:


Name: begins with

Last Name: begins with


Agency: begins with 

Sub-Agency: begins with 

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .




Menu

- Payroll Documents
 - Certifications
 - Education Information
 - Allowances
 - Auth for Restored Annual Leave
 - Charitable Contributions
 - Compensatory Time Payments
 - Court Child Care/Alimony
 - Deductions Due to Indebtedness
 - Direct Deposit
 - Discretionary Allotments
 - Financial Allotment/Health Sav
 - Flexible Spending Account
 - Health Benefits
 - Leave Data Transferred
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 - MMA - Health Benefits
 - Master File Change
 - Multi-Element Update
 - Non-Federal Life Insurance
 - SES Performance Appraisal
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Auth for Restored Annual Leave

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

077777

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

Sub-Agency:


begins with

☐ Case Sensitive

Search

Clear


[Basic Search](#)

 [Save Search Criteria](#)

Step	Action
4.	Click the Search button.
	<div>Search</div>

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 - Lump Sum Leave Payments
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 - Non-Federal Life Insurance
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- Non-Employee Processing
- Time and Labor
- North American Payroll
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- Workforce Development
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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Authorization for Restored Annual Leave Find First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Annual Leave Data



Action Code: Establish Restored Annual Lv

Total Amount Annual Leave Restored: 0.00

Year Leave to be Restored:

Mgr Approves Request ☐ Yes ☐ No Justification

Approval Date

 Save  Return to Search

Step	Action
5.	Mgr Approves Request, Justification, and Approval fields have been realigned. These fields will only display if record is populated.
6.	This completes Restored Annual Leave . End of Procedure.

Certifications

Overview

The Certification component is used to enter professional certifications.

Certifications

This section demonstrates the Certification functionality.



Step	Action
1.	Click the Payroll Documents link.  Payroll Documents

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- Organizational Development

Main Menu > Payroll Documents [Edit "Payroll Documents" Folder](#)

Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Certifications link. Certifications

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Certifications

Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value

EmplID:	begins with ▾	<input type="text"/>
Empl Rcd Nbr:	= ▾	<input type="text"/>
Social Security Number: =		<input type="text"/>
Name:	begins with ▾	<input type="text"/>
Last Name:	begins with ▾	<input type="text"/>
Agency:	begins with ▾	<input type="text"/> 🔍
Sub-Agency:	begins with ▾	<input type="text"/> 🔍

☒ Correct History ☐ Case Sensitive

[Basic Search](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .



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- Non-Employee Processing
- Time and Labor
- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development

Certifications

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with 077777

Empl Rcd Nbr: =

Social Security Number: =

Name: begins with


Last Name: begins with


Agency: begins with

Sub-Agency: begins with

☒ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
4.	Click the Search button.
	




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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Certifications [Find](#) | [View All](#) First Last

Effective Date Pay Period: 18 Action Date 09/11/2008

User ID TS077619 Transaction Status:

Stackhouse, Tracey F

Professional Certification [Find](#) | [View All](#) First Last

Account Transaction Code

*Professional Cert Code


*State Code

Professional Certification Yr


[Save](#) | [Return to Search](#) | [Refresh](#)

[Update/Display](#) | [Correct History](#)

Step	Action
5.	Click on the green book icon for information on the Certification page.



Field	Description
Effective Date	Enter the effective date of the certification.
Pay Period	Defaulted value by the system.
Transaction Status	This field defaults to In Progress and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SING, or resent to NFC.
User ID	This field is generated by the system and identifies the individual who generated the transaction.
Transaction Code	Select either Add , Change , or Delete as needed.
Education Level	Enter the education level or select by clicking the Lookup icon.
School Code	Enter the applicable school code or select by clicking the Lookup icon.
Instructional Program	Enter the employee's official education record which includes the major field of study or select by clicking the Lookup icon. Note: Refer to OPM instructions for valid codes.
Year	Enter the calendar year (XXXX) during which the employee received the academic degree or certificate for the educational level.



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GREGORY A SMITH EmpID#: 077777 Rcd# 0 SSN XXX-XX-6688

Certifications [Find](#) | [View All](#) First 1 of 1 Last

Effective Date Pay Period: 18 Action Date 09/11/2008

User ID TS077619 Transaction Status:

Stackhouse, Tracey F

Professional Certification [Find](#) | [View All](#) First 1 of 1 Last

Account Transaction Code

*Professional Cert Code

*State Code

Professional Certification Yr


[Save](#) [Return to Search](#) [Refresh](#)

[Update/Display](#) [Correct History](#)

Step	Action
6.	Click the Account Transaction Code list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

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 - Discretionary Allotments
 - Financial Allotment/Health Sav
 - Flexible Spending Account
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 - Savings Bonds
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- Payroll Processing
- Training Administration
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- Non-Employee Processing
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- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development

GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688


Certifications Find | View All First 1 of 1 Last

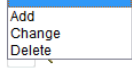
Effective Date 08/31/2008 Pay Period: 18 Action Date 09/11/2008

User ID TS077619 Transaction Status: InProgress

Stackhouse, Tracey F

Professional Certification Find | View All First 1 of 1 Last

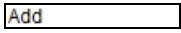
Account Transaction Code 

*Professional Cert Code 

*State Code


Professional Certification Yr

Save Return to Search Refresh Update/Display Correct History

Step	Action
7.	Click the Add list item. 

Stackhouse, Tracey F Library of Congress

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Certifications Find | View All First 1 of 1 Last

Effective Date 08/31/2008 Pay Period: 18 Action Date 09/11/2008

User ID TS077619 Transaction Status: InProgress

Stackhouse, Tracey F

Professional Certification Find | View All First 1 of 1 Last


Account Transaction Code Add

*Professional Cert Code

*State Code

Professional Certification Yr

Save Return to Search Refresh Update/Display Correct History

Step	Action
8.	Click the Look up Professional Cert Code (Alt+5) button. 

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Look Up Professional Cert Code

Accomplishment:

Description:

Short Description:

Accomplishment Category:

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-26 of 26 Last

Accomplishment	Description	Short Description	Accomplishment Category
CF	Certified Forester	CF	Lic/Certif
CGA	Certified General Accountant	CGA	Lic/Certif
CGAP	Certified General Appraiser	Appraiser	Lic/Certif
CIRM	Integrated Resource Management	Resc Mgmt	Lic/Certif
CNA	Nurse Administrator	Nurse Adm	Lic/Certif
CNAA	Nurse Administrator, Advanced	Adv Admin	Lic/Certif
CO IIIA	Contracting Officer Level IIIA	CO III	Lic/Certif
CPA	Certified Public Accountant	CPA	Lic/Certif
CPIM	Production and Inventory Mgmt	Prod/Inven	Lic/Certif
CPM	Procurement Management	Procuremnt	Lic/Certif
CPR	Cardio Pulmonary Resuscitation	CPR	Lic/Certif
GPS CERT	Global PosSystem Practice Cert	GPS Cert	Lic/Certif
HCV	Cardiovascular Technology	Cardio Tch	Lic/Certif
HET	Emergency Medicine Technology	Em Med Tch	Lic/Certif
HIC	Infection Control	Inf Cntrl	Lic/Certif
HMC	Hazardous Materials Certificate	HazMat Crt	Lic/Certif
HNA	Nurse Anesthesiology	Nrs Ansths	Lic/Certif
HRD	Radiology Diagnosis	Rad Diaon	Lic/Certif
LAA	Loan Authorizing Approver	LAA	Lic/Certif
LPN	Licensed Practical Nurse	Lic Pr Nrs	Lic/Certif
NAPM	National Asscn Purchasing Mgrs	Purch Mgrs	Lic/Certif
PEST REC	Pesticide Applicator Recert	Pest Recer	Lic/Certif
PESTICID	Pesticide Applicator Certifica	Pest Cert	Lic/Certif
PMA	Personnel Management Associatn	Per Mgmt	Lic/Certif

Step	Action
9.	Click the Procurement Management link.

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GREGORY A SMITH EmpID#: 077777 Rcd# 0 SSN XXX-XX-6688

Certifications Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Action Date: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Stackhouse, Tracey F

Professional Certification Find | View All First 1 of 1 Last

Account Transaction Code: Add

*Professional Cert Code: CPM Procurement Management

*State Code:

Professional Certification Yr:

Save

Return to Search

Refresh

Update/Display

Correct History

Step	Action
10.	Click the Look up State Code (Alt+5) button.

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Look Up State Code

State:

Description:


[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First Last

State	Description
AK	Alaska
AL	Alabama
AR	Arkansas
AS	American Samoa
AZ	Arizona
CA	California
CO	Colorado
CT	Connecticut
DC	District of Columbia
DE	Delaware
FL	Florida
GA	Georgia
GU	GUAM
HI	Hawaii
IA	Iowa
ID	Idaho
IL	Illinois
IN	Indiana
KS	Kansas
KY	Kentucky
LA	Louisiana
MA	Massachusetts
MD	Maryland
ME	Maine
MI	Michigan
MN	Minnesota

Step	Action
11.	Click the Louisiana link.
	LA Louisiana




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GREGORY A SMITH EmpID#: 077777 Rcd# 0 SSN XXX-XX-6688

Certifications [Find](#) | [View All](#) First Last

Effective Date Pay Period: 18 Action Date 09/11/2008

User ID TS077619 Transaction Status:

Stackhouse, Tracey F

Professional Certification [Find](#) | [View All](#) First Last

Account Transaction Code

*Professional Cert Code Procurement Management


*State Code

Professional Certification Yr

Step	Action
12.	Enter the desired information into the Professional Certification Yr field. Enter a valid value e.g. " 1995 ".

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Certifications Find | View All First 1 of 1 Last

Effective Date 08/31/2008 Pay Period: 18 Action Date 09/11/2008

User ID TS077619 Transaction Status: InProgress

Stackhouse, Tracey F

Professional Certification Find | View All First 1 of 1 Last


Account Transaction Code Add

*Professional Cert Code CPM Procurement Management

*State Code LA

Professional Certification Yr 1995

Save Return to Search Refresh Update/Display Correct History

Step	Action
13.	Click the Save button. 

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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Certifications Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Action Date: 09/11/2008

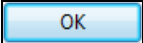
User ID: TS077619 Transaction Status: NFC Ready

Stackhouse, Tracey F

Professional Certification Information has been successfully Saved for Emplid: 077777 with Effdt: 2008-08-31 (99999,999)

OK

Save Return to Search Refresh Update/Display Correct History

Step	Action
14.	Click the OK button. 
15.	This completes Certifications . End of Procedure.

Court Child Care / Alimony


Overview

Some fields on the Court Child / Alimony page have changed.

Court Child Care / Alimony

This section demonstrates the changes to Court Child Care / Alimony.



Step	Action
1.	Click the Payroll Documents link. <div>  Payroll Documents </div>

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Main Menu > Payroll Documents [Edit "Payroll Documents" Folder](#)


Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Court Child Care/Alimony link. Court Child Care/Alimony



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Court Child Care/Alimony

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID:


Empl Rcd Nbr:

Social Security Number:


Name:

Last Name:


Agency: 

Sub-Agency: 

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .




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Court Child Care/Alimony

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

077777

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

Sub-Agency:


begins with

☐ Case Sensitive

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Step	Action
4.	Click the Search button. <div>Search</div>

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-9999

Court Ordered Child Care or Alimony Deductions Find | View All First 1 of 1 Last

Effective Date: 09/14/2008 Pay Period: 19 Action Date: 09/24/2008

User ID: TS077619 Transaction Status: InProgress

Case Information

Case Number: Transaction Code:

Court Ordered Pay Period Deduction

Dollar Amount: \$0.00 Percentage of Applicable Earnings: 0

Not to Exceed Dollar Amount Per Pay Period: \$0.00

Court Cost

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Arrears

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: \$0.00

Maximum Percentage:

Employee Case Number Assigned by Court:

Payment Method

☐ Check ☐ Direct Deposit

Step	Action
5.	Click the scrollbar.

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Effective Date: 09/14/2008 Pay Period: 19 Action Date: 09/24/2008

User ID: TS077619 Transaction Status: InProgress

Case Information

Case Number: Transaction Code:

Court Ordered Pay Period Deduction

Dollar Amount: \$0.00 Percentage of Applicable Earnings: 0

Not to Exceed Dollar Amount Per Pay Period: \$0.00

Court Cost

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Arrears

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: \$0.00

Maximum Percentage:


Employee Case Number Assigned by Court:

Payment Method


☒ Check ☐ Direct Deposit

Save Return to Search

Step	Action
6.	Click the green book icon to view changes on the Court Child Care / Alimony page.



Field	8.8	9.0	Impact
Enter either Name and Address or EFT Info	Available	Removed	This text was removed in 9.0.
Deduction Recipient Information	Available	Changed	This field was renamed Payment Method in 9.0.
EFT	Available	Changed	This field was renamed Direct Deposit in 9.0.
EFT Info	Available	Changed	This field was renamed Direct Deposit Info in 9.0.
Recipient Name	Available	Changed	This field was renamed Name in 9.0.
Name and Address Info Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.



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Effective Date: 09/14/2008

Pay Period: 19

Action Date: 09/24/2008

User ID: TS077619

Transaction Status: InProgress

Case Information

Case Number: Transaction Code:

Court Ordered Pay Period Deduction

Dollar Amount: \$0.00

Percentage of Applicable Earnings: 0

Not to Exceed Dollar Amount Per Pay Period: \$0.00

Court Cost

Total Amount: \$0.00

Amount Collectable Per Pay Period: \$0.00

Arrears

Total Amount: \$0.00

Amount Collectable Per Pay Period: \$0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: \$0.00

Maximum Percentage:

Employee Case Number Assigned by Court:

Payment Method

☒ Check
☐ Direct Deposit

Save

Return to Search

Step	Action
7.	Click the Check Payment Method option. <input checked="" type="radio"/> Check

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Effective Date: 09/14/2008 Pay Period: 19 Action Date: 09/24/2008

User ID: TS077619 Transaction Status: InProgress

Case Information

Case Number: Transaction Code:

Court Ordered Pay Period Deduction

Dollar Amount: \$0.00 Percentage of Applicable Earnings: 0

Not to Exceed Dollar Amount Per Pay Period: \$0.00

Court Cost

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Arrears

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: \$0.00

Maximum Percentage:

Employee Case Number Assigned by Court:

Payment Method

☒ Check ☐ Direct Deposit

Name and Address Information

Recipient:

Name:

Address:

City:

State: Zip:

Save Return to Search

Step	Action
8.	The Name and Address Information is hidden until a user selects the Check Payment Method.

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- Organizational Development

Effective Date: 09/14/2008 **Pay Period:** 19 **Action Date:** 09/24/2008

User ID: TS077619 **Transaction Status:** InProgress

Case Information

Case Number: **Transaction Code:**

Court Ordered Pay Period Deduction

Dollar Amount: \$0.00 **Percentage of Applicable Earnings:** 0

Not to Exceed Dollar Amount Per Pay Period: \$0.00

Court Cost

Total Amount: \$0.00 **Amount Collectable Per Pay Period:** \$0.00

Arrears

Total Amount: \$0.00 **Amount Collectable Per Pay Period:** \$0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: \$0.00

Maximum Percentage:

Employee Case Number Assigned by Court:

Payment Method

☒ Check ☐ Direct Deposit

Name and Address Information

Recipient

Name:

Address:

City:

State: **Zip:**

Step	Action
9.	Click the Direct Deposit Payment Method option. <input type="radio"/> Direct Deposit

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Effective Date: 09/14/2008 Pay Period: 19 Action Date: 09/24/2008

User ID: TS077619 Transaction Status: InProgress

Case Information

Case Number: Transaction Code:

Court Ordered Pay Period Deduction

Dollar Amount: \$0.00 Percentage of Applicable Earnings: 0

Not to Exceed Dollar Amount Per Pay Period: \$0.00

Court Cost

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Arrears

Total Amount: \$0.00 Amount Collectable Per Pay Period: \$0.00

Percentage of Applicable Earnings Per Pay Period:

Not To Exceed Dollar Amount Per Pay Period: \$0.00

Maximum Percentage:

Employee Case Number Assigned by Court:

Payment Method

☐ Check ☒ Direct Deposit

Direct Deposit Information

Account Type: ☐ Checking ☐ Savings

Routing #: Acct. #:

Save Return to Search

Step	Action
10.	The Direct Deposit Information is hidden until a user selects the Direct Deposit Payment Method.
11.	This completes Court Child Care / Alimony . End of Procedure.

Deduction Due to Indebtedness

Overview

Some fields on the Deduction Due to Indebtedness page have changed or been removed.

Deduction Due to Indebtedness

This section demonstrates the changes to Deduction Due to Indebtedness.



Step	Action
1.	Click the Payroll Documents link.  Payroll Documents

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Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Deductions Due to Indebtedness link. Deductions Due to Indebtedness




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Deductions Due to Indebtedness

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID: begins with

Empl Rcd Nbr: =

Social Security Number: =

Name: begins with

Last Name: begins with


Agency: begins with

Sub-Agency: begins with

☐ Case Sensitive


Search

Clear

[Basic Search](#)

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Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .

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Deductions Due to Indebtedness

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID:


Empl Rcd Nbr:

Social Security Number:


Name:


Last Name:

Agency: 

Sub-Agency: 


☐ Case Sensitive

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Step	Action
4.	Click the Search button. 

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Deductions Due To Indebtedness Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Transaction Information

*Transaction Code *Receipt Account Number

*Type Deduction Code

Deduction Information



Balance Deduction Per Pay Period

Amount OR Percent


Payment Method

☐ Check ☐ Direct Deposit

Payment Identification

 Save  Return to Search


Step	Action
5.	Click the green book icon for changes to Deduction Due to Indebtedness .



Field	8.8	9.0	Impact
Enter either Name and Address or EFT Info	Available	Removed	This text was removed in 9.0.
Deduction Recipient Information	Available	Changed	This field was renamed Payment Method in 9.0.
EFT	Available	Changed	This field was renamed Direct Deposit in 9.0.
EFT Info	Available	Changed	This field was renamed Direct Deposit Info in 9.0.
Recipient Name	Available	Changed	This field was renamed Name in 9.0.
Name and Address Info Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.

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Deductions Due To Indebtedness Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Transaction Information

*Transaction Code *Receipt Account Number

*Type Deduction Code

Deduction Information

Balance Deduction Per Pay Period

Amount OR Percent

Payment Method


☐ Check ☐ Direct Deposit

Payment Identification

Step	Action
6.	Click the Check option. <input type="radio"/> Check

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Deductions Due To Indebtedness Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Transaction Information

*Transaction Code *Receipt Account Number

*Type Deduction Code

Deduction Information

Balance Deduction Per Pay Period

Amount OR Percent

Payment Method

☒ Check ☐ Direct Deposit

Name and Address Information

Name: Address: City: State: ZIP:


Payment Identification

[Save](#) [Return to Search](#)

Step	Action
7.	The Name and Address Information is hidden until a user selects the Check Payment Method.

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Deductions Due To Indebtedness Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Transaction Information

*Transaction Code *Receipt Account Number

*Type Deduction Code

Deduction Information

Balance Deduction Per Pay Period

Amount OR Percent



Payment Method

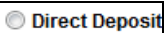
☒ Check ☐ Direct Deposit

Name and Address Information

Name: Address: City: State: ZIP:


Payment Identification

 Save  Return to Search

Step	Action
8.	Click the Direct Deposit option. 

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Deductions Due To Indebtedness Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Transaction Information

*Transaction Code *Receipt Account Number

*Type Deduction Code

Deduction Information

Balance Deduction Per Pay Period

Amount OR Percent

Payment Method

☐ Check ☒ Direct Deposit

Direct Deposit Information

Account Type: ☐ Checking ☐ Savings

Routing Number: Account Number:

Payment Identification

[Save](#) [Return to Search](#)

Step	Action
9.	The Name and Address Information is hidden until a user selects the Direct Deposit Payment Method.
10.	This completes Deduction Due to Indebtedness . End of Procedure.

Direct Deposit

Overview

Some fields on the Direct Deposit page have changed or been moved.

Direct Deposit

This section demonstrates the changes to the Direct Deposit page.



Step	Action
1.	Click the Payroll Documents link.  Payroll Documents

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Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Direct Deposit link. Direct Deposit



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Direct Deposit
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

Sub-Agency:

begins with

☐ Case Sensitive

Search

Clear

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[Save Search Criteria](#)


Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .

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Direct Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

077777

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

🔍

Sub-Agency:

begins with

🔍

☐ Case Sensitive


[Search](#)
[Clear](#)

[Basic Search](#)
[Save Search Criteria](#)

Step	Action
4.	Click the Search button.
	<div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Search</div>

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Direct Deposit Find | View All First 1 of 1 Last

*Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008



User ID: TS077619 Transaction Status: InProgress

Account Information


Account Type: ☐ Checking ☐ Savings

*Routing #:

*Account #:

 Save  Return to Search

Step	Action
5.	Click the green book icon for information on the change to the Direct Deposit page.



Field	8.8	9.0	Impact
Routing Number	Available	Changed	This field was renamed Routing # in 9.0.
Account Number	Available	Changed	This field was renamed Account # in 9.0.
Account Type	Available	Moved	This field was moved above Routing # in 9.0.

Step	Action
6.	This completes Direct Deposit . End of Procedure.

Discretionary Allotments

Overview

Some fields on the Discretionary Allotments page have changed or been moved.

Discretionary Allotments

This page demonstrates the changes made to Discretionary Allotments.



Step	Action
1.	Click the Payroll Documents link. ▶ Payroll Documents



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Payroll Documents
[Edit "Payroll Documents" Folder](#)

Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Discretionary Allotments link. Discretionary Allotments

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Discretionary Allotments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID: begins with


Empl Rcd Nbr: =

Social Security Number:


Name: begins with

Last Name: begins with

Agency: begins with 

Sub-Agency: begins with 

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .

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Discretionary Allotments

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

077777

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

🔍

Sub-Agency:

begins with

🔍


☐ Case Sensitive

[Search](#)
[Clear](#)
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Step	Action
4.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Discretionary Allotment Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Allotment Data

Transaction Type:



Allotment #:

Allotment Amount: \$0.00

Payment Method


☒ Check ☐ Direct Deposit

Additional information regarding payment details:

 Save  Return to Search

Step	Action
5.	Click the green book icon to view the changes made to the Discretionary Allotments page.

Field	8.8	9.0	Impact
Allotment Type	Available	Removed	The allotment type now defaults to monthly.
Account #	Available	Moved	Moved to below Routing # field.
Payee Information	Available	Changed	This field was renamed Payment Method in 9.0.
Payee Information	Available	Changed	This field was renamed Payment Method in 9.0.
Check Mailing	Available	Changed	This field was renamed Name & Address Information in 9.0.
Account Type	Available	Moved	Moved to above Routing # in 9.0.
Name and Address Info Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.




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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Discretionary Allotment [Find](#) | [View All](#) First | 1 of 1 | Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Allotment Data

Transaction Type:

Allotment #:

Allotment Amount: \$0.00

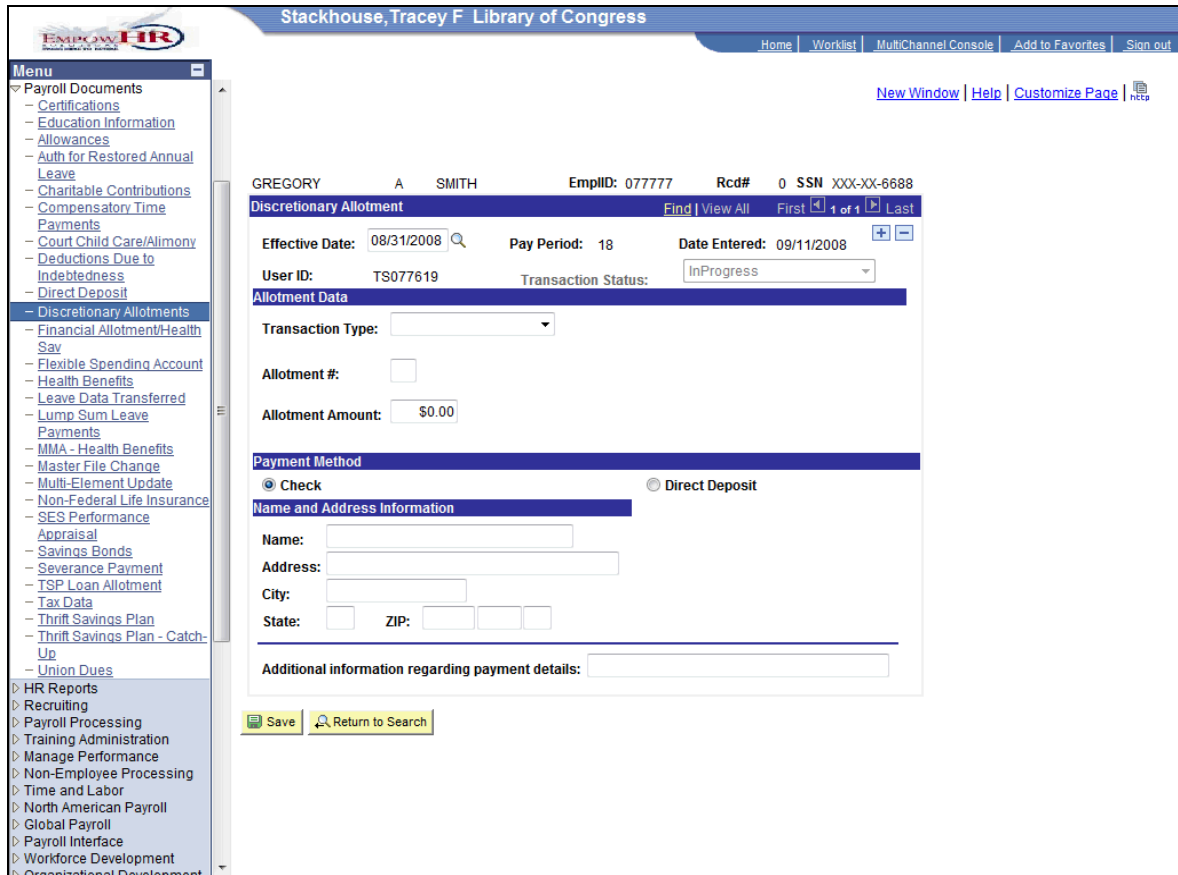
Payment Method

☐ Check ☒ Direct Deposit

Additional information regarding payment details:


[Save](#) [Return to Search](#)

Step	Action
6.	Click the Check option. <input checked="" type="radio"/> Check



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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Discretionary Allotment Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Allotment Data

Transaction Type:

Allotment #:

Allotment Amount: \$0.00

Payment Method

☒ Check ☐ Direct Deposit

Name and Address Information

Name:


Address:

City:

State: ZIP:

Additional information regarding payment details:

Step	Action
7.	The Name and Address Information is hidden until a user selects the Check Payment Method.




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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Discretionary Allotment [Find](#) | [View All](#) First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Allotment Data

Transaction Type:

Allotment #:

Allotment Amount: \$0.00

Payment Method

☒ Check ☐ Direct Deposit

Name and Address Information

Name:

Address:

City:


State: ZIP:

Additional information regarding payment details:

Step	Action
8.	Click the Direct Deposit option. <input type="radio"/> Direct Deposit

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Discretionary Allotment

GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Find | View All First 1 of 1 Last

Effective Date: 08/31/2008 Pay Period: 18 Date Entered: 09/11/2008

User ID: TS077619 Transaction Status: InProgress

Allotment Data

Transaction Type:

Allotment #:

Allotment Amount: \$0.00

Payment Method

☐ Check ☒ Direct Deposit

Direct Deposit Information

Account Type: ☒ Checking ☐ Savings

Routing #:

Account #:

Additional information regarding payment details:

Step	Action
9.	The Name and Address Information is hidden until a user selects the Direct Deposit Payment Method.
10.	This completes Discretionary Allotments . End of Procedure.

Education Information

Overview

The Education Information is populated from data residing on the NFC database. This information may be modified.

Education Information

This section demonstrates the functionality of Education Information.



Step	Action
1.	Click the Payroll Documents link.  Payroll Documents

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Main Menu > Payroll Documents [Edit "Payroll Documents" Folder](#)

Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
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Step	Action
2.	Click the Education Information link. Education Information




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Education

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

Sub-Agency:


begins with

☒ Correct History
☐ Case Sensitive


Search

Clear

[Basic Search](#)


 [Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .



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Education

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID:


Empl Rcd Nbr:

Social Security Number:


Name:

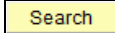
Last Name:


Agency: 

Sub-Agency: 

☒ Correct History ☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
4.	Click the Search button. 



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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Education

Find | View All

First 1 of 1 Last

Effective Date

09/14/2008

Pay Period: 19

Date Entered

09/15/2008

+

User ID

TS077619

Transaction Status

InProgress

Stackhouse, Tracey F

Education Information

Find | View All

First 1 of 1 Last

Account Transaction Code

+

Education Level

School Code

+

Instructional Program

+

Year

Save

Return to Search


Refresh

Update/Display

Correct History

Step	Action
5.	Click the green book icon to view field descriptions on the Education Information page.

184 | Page



Field	Description
Effective Date	Enter the effective date of the certification.
Pay Period	Defaulted value by the system.
Transaction Status	This field defaults to In Progress and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SING, or resent to NFC.
User ID	This field is generated by the system and identifies the individual who generated the transaction.
Transaction Code	Select either Add , Change , or Delete as needed.
Education Level	Enter the education level or select by clicking the Lookup icon.
School Code	Enter the applicable school code or select by clicking the Lookup icon.
Instructional Program	Enter the employee's official education record which includes the major field of study or select by clicking the Lookup icon. Note: Refer to OPM instructions for valid codes.
Year	Enter the calendar year (XXXX) during which the employee received the academic degree or certificate for the educational level.

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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Education Find | View All First 1 of 1 Last

Effective Date Pay Period: 19 Date Entered +

User ID Transaction Status

Stackhouse, Tracey F

Education Information Find | View All First 1 of 1 Last

Account Transaction Code +

Education Level

School Code +

Instructional Program +

Year


Save Return to Search Refresh

Update/Display Correct History

Step	Action
6.	Click the Account Transaction Code list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688


Education Find | View All First 1 of 1 Last


Effective Date 09/14/2008 Pay Period: 19 Date Entered 09/15/2008


User ID TS077619 Transaction Status InProgress


Stackhouse, Tracey F


Education Information Find | View All First 1 of 1 Last

Account Transaction Code 

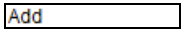
Education Level 

School Code 

Instructional Program 

Year 

Save Return to Search Refresh Update/Display Correct History

Step	Action
7.	Click the Add list item. 

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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Education Find | View All First 1 of 1 Last

Effective Date: 09/14/2008 Pay Period: 19 Date Entered: 09/15/2008

User ID: TS077619 Transaction Status: InProgress

Stackhouse, Tracey F

Education Information Find | View All First 1 of 1 Last

Account Transaction Code: Add

Education Level:

School Code:


Instructional Program:

Year:

Save Return to Search Refresh

Update/Display Correct History

Step	Action
8.	Click the Education Level list. <div style="border: 1px solid black; width: 250px; height: 25px; margin-top: 5px;"></div>



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Stackhouse, Trace

GREGORY A

Education

Effective Date 09/14/2008

User ID TS07761

Stackhouse

Education Information

Account Transaction Code

Education Level

School Code

Instructional Program

Year

1 yr Col

2 yr col

3 yr col

4 yr col

< Grd 8

<1yr Col

Adv Master

AdvMaster+

Advanced

Associates

Bach +

Bachelor's

Doctorate

Doctorate+

Elem Sch

HS+Occup

HS+Tech

Hi Sch/GED

Master's

Master's +

Prof Deg


Prof Deg+

Some HS

Trade Sch.

University

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cd# 0 SSN XXX-XX-6688

First 1 of 1 Last


09/15/2008

InProgress

All First 1 of 1 Last

 Save  Return to Search  Refresh  Update/Display  Correct History

Step	Action
9.	Click the Bachelor's list item.
	<input type="text" value="Bachelor's"/>



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MMA - Health Benefits

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SES Performance Appraisal

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Education

Find | View All First 1 of 1 Last

Effective Date

09/14/2008

Pay Period: 19

Date Entered

09/15/2008

+

User ID

TS077619

Transaction Status

InProgress

-

Stackhouse, Tracey F

Education Information

Find | View All First 1 of 1 Last

Account Transaction Code

Add

+

Education Level

Bachelor's

-

School Code

+

Instructional Program

+

Year

+


Save

Return to Search

Refresh

Update/Display

Correct History

Step	Action
10.	Click the Look up School Code (Alt+5) button. 

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Look Up School Code

Country: begins with

School Code: begins with

Description: begins with

State: begins with

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)


Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Country	School Code	Description	State
ARM	AM001	K.H. ABOVIAN DED INST - JEREVA	AM
AUS	AS001	AUSTRALIAN NATL UNIV-CANBERRA	AS
BDG	BG001	UNIVERSITY OF DHAKA	BG
CAN	CAN01	MCGILL UNIVERSITY	CA
CAN	CAN013	UNIVERSITY OF TORONTO	PQ
CAN	CAN02	MOUNT ALLISON UNIVERSITY	CA
CAN	CAN03	SAINT MARY'S UNIVERSITY	CA
CAN	CAN04	DALHOUSIE UNIV	CA
CAN	CAN05	SELKIRK COLLEGE, CASTLEGAR, BC	CA
CAN	CAN06	CONCORDIA UNIVERSITY	CA
CAN	CAN07	CONCORDIA UNIVERSITY	CA
CAN	CAN08	MEDICINE HAT COL. ALBERTA	CA
CAN	CAN09	UNIVERSITY OF WESTERN ONTARIO	CA
CAN	CAN11	UNIVERSITY OF SASKATCHEWAN	CA
CAN	CAN12	UNIVERSITY OF BRITISH COLUMBIA	CA
CHE	SZ001	INSTITUTE OF INTL STUDIES	SZ
COL	CL001	UNIV JORGE TADEO LOZANA BOGOTA	CO
COL	CL002	EXTERNADO DE COLUMBIA	CO
COL	CL003	UNIVERSIDAD INDUST. DE SANTAND	CO
COL	CL004	UNIV PEDAGOGICA DE COL. BOGOTA	(blank)
COM	CN002	SELKIRK COLLEGE, CASTLEGAR, BC	CA
COM	CN003	DALHOUSIE UNIV	CN
COM	CN004	YORK UNIVERSITY	CN

Step	Action
11.	Enter the desired information into the State field. Enter a valid value e.g. "la".



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Look Up School Code

Country:
 School Code:
 Description:
 State:

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 Last

Country	School Code	Description	State
ARM	AM001	K.H. ABOUJIAN DED INST - JEREVA	AM
AUS	AS001	AUSTRALIAN NATL UNIV-CANBERRA	AS
BDG	BG001	UNIVERSITY OF DHAKA	BG
CAN	CAN01	MCGILL UNIVERSITY	CA
CAN	CAN013	UNIVERSITY OF TORONTO	PQ
CAN	CAN02	MOUNT ALLISON UNIVERSITY	CA
CAN	CAN03	SAINT MARY'S UNIVERSITY	CA
CAN	CAN04	DALHOUSIE UNIV	CA
CAN	CAN05	SELKIRK COLLEGE, CASTLEGAR, BC	CA
CAN	CAN06	CONCORDIA UNIVERSITY	CA
CAN	CAN07	CONCORDIA UNIVERSITY	CA
CAN	CAN08	MEDICINE HAT COL, ALBERTA	CA
CAN	CAN09	UNIVERSITY OF WESTERN ONTARIO	CA
CAN	CAN11	UNIVERSITY OF SASKATCHEWAN	CA
CAN	CAN12	UNIVERSITY OF BRITISH COLUMBIA	CA
CHE	SZ001	INSTITUTE OF INTL STUDIES	SZ
COL	CL001	UNIV JORGE TADEO LOZANA BOGOTA	CO
COL	CL002	EXTERNADO DE COLUMBIA	CO
COL	CL003	UNIVERSIDAD INDUST. DE SANTAND	CO
COL	CL004	UNIV PEDAGOGICA DE COL BOGOTA	(blank)
COM	CN002	SELKIRK COLLEGE, CASTLEGAR, BC	CA
COM	CN003	DALHOUSIE UNIV	CN
COM	CN004	YORK UNIVERSITY	CN

Step	Action
12.	Click the Look Up button. <input type="button" value="Look Up"/>

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Look Up School Code

Country: begins with

School Code: begins with

Description: begins with

State: begins with LA


[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View All First 1-22 of 22 Last

Country	School Code	Description	State
USA	LA001	GRAMBLING COLLEGE	LA
USA	LA002	LOUISIANA ST UNIV-BATON ROUGE	LA
USA	LA003	LOUISIANA ST UNIV-NEW ORLEANS	LA
USA	LA004	LOUISIANA TECHNICAL UNIVERSITY	LA
USA	LA005	MCNEESE STATE UNIVERSITY	LA
USA	LA006	NICHOLLS STATE UNIVERSITY	LA
USA	LA007	NORTHEAST LOUISIANA UNIVERSITY	LA
USA	LA008	NORTHWESTERN STATE UNIVERSITY	LA
USA	LA009	SOUTHERN UNIV & A & M COLLEGE	LA
USA	LA010	TULANE UNIVERSITY OF LOUISIANA	LA
USA	LA011	UNIV OF SOUTHWESTERN LOUISIANA	LA
USA	LA012	UNIVERSITY OF NEW ORLEANS	LA
USA	LA013	XAVIER UNIVERSITY OF LOUISIANA	LA
USA	LA014	LOUISIANA COLLEGE	LA
USA	LA015	DILLARD UNIVERSITY	LA
USA	LA016	LOYOLA UNIVERSITY-NEW ORLEANS	LA
USA	LA017	THEOLOGICAL SEMINARY-NEW ORLEANS	LA
USA	LA018	LOUISIANA COLLEGE	LA
USA	LA019	SOUTHEASTERN LOUISIANA UNIV.	LA
USA	LA020	SOUTHERN UNIVERSITY SYSTEM	LA
USA	LA021	SOUTHERN UNIVERSITY	LA
USA	LA022	LOUISIANA ST UNIV-EUNICE	LA

Step	Action
13.	Click the UNIVERSITY OF NEW ORLEANS link.




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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Education [Find](#) | [View All](#) First 1 of 1 Last

Effective Date Pay Period: 19 Date Entered +

User ID Transaction Status

Stackhouse, Tracey F

Education Information [Find](#) | [View All](#) First 1 of 1 Last

Account Transaction Code +

Education Level


School Code UNIVERSITY OF NEW ORLEANS

Instructional Program

Year

Save Return to Search Refresh

Update/Display Correct History

Step	Action
14.	Click the Look up Instructional Program (Alt+5) button. 

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Look Up Instructional Program

Major Code:

Description:

Major Category Code:

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#) First 1-100 of 300 [Last](#)

Major Code	Description	Major Category Code
010000	Agriculture, General	001
010101	Agricultural Business and Ma	001
010102	Agricultural Business/Agricu	001
010103	Agricultural Economics	001
010104	Farm and Ranch Management	001
010105	Agriculture/Farm Supplies Reta	001
010106	Agricultural Business Technolo	001
010199	Agricultural Business and Ma	001
010201	Agricultural Mechanization	001
010204	Agricultural Power Machinery	001
010205	Agricultural Mechanics And Equ	001
010299	Agricultural Mechanization	001
010301	Agricultural Production Work	001
010302	Agricultural Animal Husbandr	001
010303	Aquaculture Operations and P	001
010304	Crop Production Operations a	001
010306	Dairy Husbandry And Production	001
010307	Horse Husbandry/Equine Science	001
010399	Agricultural Production Work	001
010401	Agricultural and Food Produc	001
010501	Agricultural Supplies Retail	001
010504	Dog/Pet/Animal Grooming	001
010505	Animal Trainer	001
010507	Equestrian/Equine Studies, H	001

Step	Action
15.	Click the Agriculture, General link.

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Education		Find View All		First	1 of 1	Last
Effective Date	09/14/2008	Pay Period:	19	Date Entered	09/15/2008	
User ID	TS077619		Transaction Status	InProgress		
Stackhouse,Tracey F						


Education Information		Find View All		First	1 of 1	Last
Account Transaction Code	Add					
Education Level	Bachelor's					
School Code	LA012	UNIVERSITY OF NEW ORLEANS				
Instructional Program	p10000	Agriculture, General				
Year						

Save Return to Search Refresh Update/Display Correct History

Step	Action
16.	Enter the desired information into the Year field. Enter a valid value e.g. "2001" .

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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Education Find | View All First 1 of 1 Last

Effective Date 09/14/2008 Pay Period: 19 Date Entered 09/15/2008

User ID TS077619 Transaction Status InProgress

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Education Information Find | View All First 1 of 1 Last

Account Transaction Code Add


Education Level Bachelor's

School Code LA012 UNIVERSITY OF NEW ORLEANS

Instructional Program 010000 Agriculture, General

Year 2001

Save Return to Search Refresh Update/Display Correct History

Step	Action
17.	Click the Save button. 

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User ID TS077619 Transaction Status Rdy-Future

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Account Type

Education

School Code

Instruction

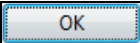
Year

Save Return to Search Refresh Update/Display Correct History

Windows Internet Explorer

Action will be transmitted to NFC for processing on 2008-09-22 (99999,999)

OK

Step	Action
18.	Click the OK button.
	

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GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Education Find | View All First 1 of 1 Last

Effective Date 09/14/2008 Pay Period: 19 Date Entered 09/15/2008

User ID TS077619 Transaction Status Rdy-Future

Stackhouse, Tracey F

Education Last

Account

Education

School

Instructor

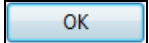
Year

Windows Internet Explorer

Education Information has been successfully Saved for Emplid: 077777 with Effdt: 2008-09-14 (99999,999)

OK

Save Return to Search Refresh Update/Display Correct History

Step	Action
19.	Click the OK button. 
20.	This completes Education Information . End of Procedure.

Financial Allotment / Health Savings

Overview

Some fields on the Financial Allotments / Health Savings page have changed or been moved.

Financial Allotment / Health Savings

This section demonstrates the changes made to Financial Allotment / Health Savings.



Step	Action
1.	Click the Payroll Documents link.  Payroll Documents

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Main Menu > Payroll Documents [Edit "Payroll Documents" Folder](#)

Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Financial Allotment/Health Sav link. Financial Allotment/Health Sav




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Financial Allotment/Health Sav

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Empl Rcd Nbr:

=

Social Security Number: =

Name:


begins with

Last Name:

begins with


Agency:

begins with



Sub-Agency:


begins with




☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .



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Financial Allotment/Health Sav

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

Empl Rcd Nbr:

Social Security Number:

Name:

Last Name:

Agency:

Sub-Agency:


☐ Case Sensitive

[Basic Search](#)

Step	Action
4.	Click the Search button.
	<input type="button" value="Search"/>

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GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Financial Allotment/Health Savings Account Find | View All First 1 of 1 Last

*Effective Date: 09/14/2008 Pay Period: 19 Date Entered: 09/15/2008

User ID: TS077619 Transaction Status: InProgress

Account Information



Account Type: ☐ Checking ☐ Savings

*Account #:

*Routing #:

Allotment Data

Allotment Amount: \$0.00 ☐ Cancel Allotment

 Save  Return to Search

Step	Action
5.	Click the green book icon to view changes to the Financial Allotments/Health Account page.

Field	8.8	9.0	Impact
Routing Number	Available	Changed	Renamed to Routing # in 9.0.
Account Number	Available	Changed	Renamed to Account # in 9.0.
Account Type	Available	Moved	Moved to above Routing # in 9.0.
Health Plan Option	Available	Removed	Not required in 9.0.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.



Training Guide

EmpowHR 8.8 to 9.0 Transition Training

Step	Action
6.	This completes Financial Allotment / Health Savings. End of Procedure.

Health Benefits

Overview

Dependent Information is required each time a transaction is processed. This is an EPIC / FESI requirement.

Health Benefits

This section demonstrates changes made to the Health Benefits component.



Step	Action
1.	Click the Payroll Documents link.  Payroll Documents

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Main Menu > Payroll Documents [Edit "Payroll Documents" Folder](#)


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Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Health Benefits link. Health Benefits



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Health Benefits

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID:


Empl Rcd Nbr:

Social Security Number:


Name:

Last Name:

Agency: 

Sub-Agency: 

☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .

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Health Benefits

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

077777

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

🔍

Sub-Agency:

begins with

🔍

☐ Case Sensitive

[Search](#)
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Step	Action
4.	Click the Search button.
	<div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">Search</div>

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Elections **Dependents**

GREGORY A SMITH EmplID: 077777 Rcd# 0 SSN XXX-XX-6688

Health Benefits Find | View All First 1 of 1 Last

*Effective Date: 01/06/2008 Pay Period: 01 Date Entered: 12/10/2007

User ID: GWEBESS Transaction Status: Auto Actn

Plan Information

Benefit Plan: 311 GEHA HEALTH BENEFIT PLAN

Coverage Code: 1 Self Only

Transaction Information

*Transaction Code: Change

Event Code: Open Season

Married? ☒ Employee Daytime Phone Number: 2027075709

Other Insurance Information

Medicare A ☐ Medicare B ☐ Medicare D ☐ Tricare ☐

Private Insurance Name: UNICARE

Policy Number

Event Date: 01/06/2008 Date Document Signed: 12/10/2007

Event Change Code: Office Received Date: 12/10/2007

Personnel Contact

Name: SPECIALIST,BENEFITS

*First BENEFITS Middle *Last SPECIALIST Suffix

Authorized Agency Phone Number: 2027072211 Personnel Office Phone Number: 2027072211

Retro collection by NFC ☐ Pre-Tax FEHB Premium ☒ Temp Employee Pay Full No

Step	Action
5.	Click the scrollbar.
6.	Click the Dependents link. Dependents
7.	Dependent Information is required each time a transaction is processed needing dependent data.
8.	This completes Health Benefits . End of Procedure.

Tax Data


Overview

Federal, State, county, City, and EIC pages are combined into one component.

Tax Data

This section demonstrates changes to Tax Data.



Step	Action
1.	Click the Payroll Documents link.  Payroll Documents

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Main Menu > Payroll Documents [Edit "Payroll Documents" Folder](#)

Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues Union Dues

Step	Action
2.	Click the Tax Data link. Tax Data



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Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Empl Rcd Nbr:

=

Social Security Number:=-

Name:

begins with

Last Name:

begins with

Agency:

begins with

Sub-Agency:

begins with

☐ Case Sensitive


Search

Clear

Basic Search


Save Search Criteria

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .



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Tax Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


EmplID:


Empl Rcd Nbr:

Social Security Number:


Name:

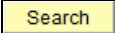
Last Name:

Agency: 

Sub-Agency: 


☐ Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

Step	Action
4.	Click the Search button. 

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City Tax Data | **County Tax Data** | **State Tax Data** | **Federal Tax Data** | **Earned Income Credit**

GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

City Tax Data Find | View All First 1 of 1 Last

*Effective Date: 09/14/2008 Pay Period: 19 Date Entered: 09/15/2008

User ID: TS077619 Transaction Status: InProgress

Exemption Data

State:



City:

Resident of City where employed? ☐


Percent of annual compensation for Services outside the city:

Total Number Of Allowances:

Additional Withholding Amount:

 Save  Return to Search

[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

Step	Action
5.	Click the County Tax Data tab. 




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City Tax Data |
 County Tax Data |
 State Tax Data |
 Federal Tax Data |
 Earned Income Credit


GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

County Tax Data [Find](#) | [View All](#) First Last

*Effective Date: Pay Period: 19 Date Entered: 09/15/2008

User ID: TS077619 Transaction Status:

Exemption Data

State Code: 

County Code: 

Resident of County where employed? ☐

For Services Outside the County :

Percent of Annual Compensation

Total Number Of Allowances:


Additional Allowances:

[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

Step	Action
6.	Click the State Tax Data tab. <div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-top: 5px;">State Tax Data</div>

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City Tax Data | County Tax Data | State Tax Data | **Federal Tax Data** | Earned Income Credit

GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

State Tax Data Find | View All First 1 of 1 Last

*Effective Date: 09/14/2008 Pay Period: 19 Date Entered: 09/15/2008

User ID: TS077619 Transaction Status: InProgress

Exemption Data

State tax withholding state code: ☐

Total Number Of Allowances: ☐ **NFC TAX INSTRUCTIONS**

Additional Withholding Amount: \$0.00


Save Return to Search

City Tax Data | County Tax Data | State Tax Data | **Federal Tax Data** | Earned Income Credit

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Step	Action
7.	Click the Federal Tax Data tab. Federal Tax Data



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GREGORY A SMITH
EmpID: 077777
Rcd# 0
SSN XXX-XX-6688

Federal Tax Data

Find | View All
First 1 of 1 Last

*Effective Date: 09/14/2008
Pay Period: 19
Date Entered: 09/15/2008

User ID: TS077619
Transaction Status: InProgress

Exemption Data

Tax Marital Status: No Data


Total Number of Allowances Claimed: 0

Additional Withholding Amount: \$0.00

Save

Return to Search


[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

Step	Action
8.	Click the Earned Income Credit tab. 

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[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | **Earned Income Credit**

GREGORY A SMITH EmpID: 077777 Rcd# 0 SSN XXX-XX-6688

Earned Income Credit Find | View All First 1 of 1 Last



Effective Date: 09/14/2008 Pay Period: 19 Date Entered: 09/15/2008

User ID: TS077619 Transaction Status: InProgress

Allowance Data

Eligible for Earned Income Credit: No Data

Earned Income Credit Code:

 Save  Return to Search

[City Tax Data](#) | [County Tax Data](#) | [State Tax Data](#) | [Federal Tax Data](#) | [Earned Income Credit](#)

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Step	Action
9.	The only change to the previous screens is all pages are now combined into one component.
10.	This completes Tax Data . End of Procedure.

TSP Loan Allotment

Overview

Some fields on the TSP Loan Allotment page have changed. In addition to the changes, the system will return a message of “No Matching Records” if the employee does not have an existing record.

TSP Loan Allotment

This section demonstrates the changes made to the TSP Loan Allotment page.



Step	Action
1.	Click the Payroll Documents link. <div> <div></div> Payroll Documents </div>

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Certifications Certification Information	Education Information Education	Allowances Allowances
Auth for Restored Annual Leave Auth for Restored Annual Leave	Charitable Contributions Charitable Contributions	Compensatory Time Payments Compensatory Time Payments
Court Child Care/Alimony Court Child Care/Alimony	Deductions Due to Indebtedness Deductions Due to Indebtedness	Direct Deposit Direct Deposit
Discretionary Allotments Discretionary Allotments	Financial Allotment/Health Sav Financial Allotment	Flexible Spending Account
Health Benefits Federal Employee Health Benefits	Leave Data Transferred Leave Data Transferred	Lump Sum Leave Payments Lump Sum Leave Payments
MMA - Health Benefits MMA - Health Benefits	Master File Change Master File Change	Multi-Element Update Multi-Element Update
Non-Federal Life Insurance Non-Federal Life Insurance	SES Performance Appraisal SES Performance Appraisal	Savings Bonds Savings Bonds
Severance Payment Severance Payment	TSP Loan Allotment	Tax Data Tax Data
Thrift Savings Plan Thrift Savings Plan	Thrift Savings Plan - Catch-Up Thrift Savings Plan - Catch-Up	Union Dues

Step	Action
2.	Click the TSP Loan Allotment link. TSP Loan Allotment




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TSP Loan Allotment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Empl Rcd Nbr:

=

Social Security Number: =

Name:


begins with

Last Name:

begins with


Agency:

begins with



Sub-Agency:


begins with




☐ Include History
 ☐ Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Step	Action
3.	<p>The system will return "no matching values were found" if the employee does not have a record.</p> <p>Enter the desired information into the EmplID field. Enter a valid value e.g. "077777".</p>




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TSP Loan Allotment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

077777

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with


Sub-Agency:


begins with

☐ Include History
 ☐ Case Sensitive

Search


Clear

[Basic Search](#)

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Step	Action
4.	Click the Search button.
	

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ROBIN JEWELER EmplID: 079252 Rcd# 0 SSN XXX-XX-7609

TSP Loan Allotment Find | View All First 1 of 1 Last

Effective Date 04/13/2008 Pay Period: 08 Action Date 05/02/2008

User ID NFTSP Transaction Status Auto Actn

Data Element

Allotment Action Type

☒ Federal ☐ Non Federal

TSP Allotment Transaction Code

Allotment Amount Per Pay Period 300.00

Number of TSP Loan Payments 360

Direct Deposit

Account Type ☐ Checking ☒ Savings

Routing # 065036022

Account # 0915001G

Save Return to Search Previous in List Next in List Refresh Update/Display Include History

Step	Action
5.	Click the green book icon to view the changed fields on the TSP Loan Allotment page.

Field	8.8	9.0	Impact
EFT Information	Available	Changed	This field was renamed Direct Deposit in 9.0.
Routing Number	Available	Changed	This field was renamed Routing # in 9.0.
Account Number	Available	Changed	This field was renamed Account # and moved to below Routing # in 9.0.
Account Type	Available	Changed	This field was moved to above Routing # in 9.0.



Training Guide

EmpowHR 8.8 to 9.0 Transition Training

Step	Action
6.	This completes TSP Loan Allotments . End of Procedure.


EHRI RSM Elements

EHRI RSM Elements

This page demonstrates the new EHRI RSM Elements page.



Step	Action
1.	Click the Payroll Documents link. Payroll Documents
2.	Click the EHRI RSM Elements link. EHRI RSM Elements



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EHRI RSM

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:

begins with

Empl Rcd Nbr:

=

Social Security Number: =

Name:

begins with

Last Name:

begins with

Agency:

begins with

Sub-Agency:

begins with

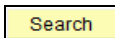
☐ Case Sensitive


Search

Clear

Basic Search

Save Search Criteria

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .
4.	Click the Search button. 
5.	This page is used to enter values in the 444 Document fields. Click the green book icon to view the top of the new EHRI RSM Element page.



Field	9.0 Impact
Citizenship Country	Indicates the Employee's country of citizenship.
Service Obligations	Reason for Employee's service obligation.
Service Obligation Date	Date Employee's service obligation expires.
Military Lost Days	Number of days the military has determined are not creditable in a service period.
Appt Excluded from CSRS	Indicates if an Employee's appointment is not automatically covered under the CSRS plan as described by law and regulation.
FERS Indicator	Indicates Employee's election or non-election of Federal Employees' Retirement System.
FERS Election Date	Date on which the Employee who is not automatically covered by FERS chooses to elect FERS.
Appointment Excluded from FERS	Indicates if an Employee's appointment is not covered under the FERS plan as described by law and regulation.
FEGLI Assignment Indicator	Indicates whether an employee has completed or has an RI 76-10 Assignment Form on file.

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EHRI RSM

GREGORY A SMITH EmpID#: 077777 Rcd# 0 SSN XXX-XX-9999

EHRI RSM Elements			
Effective Date	<input type="text" value="09/28/2008"/>	Pay Period:	20
		Action Date	10/07/2008
User ID	TS077619		
	Transaction Status	NFC Ready	

Citizenship Country

Creditable Military Service: Years Months Days

Service Obligations / End Dates

Service Obligations		Service Obligation Date	
1	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	

Military Lost Days ☐ Appt Excluded from CSRS

FERS

☐ FERS Indicator FERS Election Date ☐ Appointment excluded from FERS

FEGLI

☐ FEGLI Assignment Indicator ☐ Benefits Designated FEGLI Indicator
 FEGLI Post-Election Basic Insurance Amt


FICA Coverage

☐ FICA Coverage 1 ☐ FICA Coverage 2

Correspondence Information

Correspondence Country
 Correspondence Region

Step	Action
6.	Click the scrollbar.
7.	Click the green book icon to view the bottom of the new EHRI RSM Element page.



Field	9.0 Impact
Benefits Designated FEGLI Indicator	Indicates whether an employee has a Designation of Beneficiary Form SF-2823 on file.
FEGLI Post-Election Basic Insurance Amount	Indicates the FEGLI Post-Election Basic Insurance Amount when an employee has elected partial living benefits.
FICA Coverage 1 Indicator	Indicates if an employee is (1) an inmate working in a US penal institution, (2) a student employee as defined in 5 USC 5351, or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency.
FICA Coverage 1 Indicator	Indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being reemployed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provisions of chapter 43 of title 38, US code, after performing service as a member of a uniformed service is being reemployed after employment by a tribal organization to which section 105(e)(2) of the Indian Self Determination Act applies.
Correspondence Country	International Country Codes as defined by the United States Postal Service.
Correspondence Region	Region, province, or other first administrative district or division of a country other than the U.S. for the organization or person address.

Step	Action
8.	This concludes EHRI RSM Elements . End of Procedure.

Module 5 Transit Subsidy

Overview and Objective

The Transit Subsidy component is used to indicate the distribution amounts given to employees for transit and parking. This component is currently used by only the Library of Congress but will be made available to all agencies in version 9.0.

The Transit Subsidy page ensures:

- Only current eligible employees receive subsidies through any means (physical distribution of fare cards at LOC or DOT and/or updates of SmarTrip records).
- All transit administrators (HRS, Service Unit Liaisons, and DOT) have an accurate list of participants and funds expended.
- No employee receives a subsidy in any quarter exceeding his or her approved amount.
- No employee participates in both the transit subsidy and parking programs.

After completing this section, participants will understand the Transit Subsidy functionality.

Transit Subsidy

This section demonstrates the Transit Subsidy Functionality.



Step	Action
1.	Click the Transit Subsidy link. ▶ Transit Subsidy

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Transit Subsidy

Transit Subsidy Dist Report Transit Subsidy Dist Report	Transit Subsidy Transit Subsidy	Transit Enrollment Load Transit Enrollment Load
Transit File Load Transit File Load		

Step	Action
2.	Click the Transit Subsidy link. Transit Subsidy



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 - EmpowHR Process Monitor

Transit Subsidy

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

EmplID: begins with

Empl Rcd Nbr: =

Name: begins with

Last Name: begins with

Social Security Number: =


Sub-Agency: begins with

☒ Include History
☐ Correct History
☐ Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
3.	Enter the desired information into the EmplID field. Enter a valid value e.g. "077777" .


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Transit Subsidy

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

EmpID: begins with 077777
Empl Rcd Nbr: =
Name: begins with
Last Name: begins with
Social Security Number:
Sub-Agency: begins with
☒ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	Click the Search button. <input type="button" value="Search"/>

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 - EmpowHR Process Monitor

SMITH,GREGORY A EmplID: 077777 SSN: XXX-XX-6688

NFC Organization Code 4020001200000000

Job Code 053636 CHIEF, MBRS Account Code: 014200

Grade 00 Occ Series 1410 Work Schedule FullTime Standard Hours 40.00

Program Participation Find | View All First 1 of 1 Last

Effective Date 09/15/2008 Status Active Program Transit Quarterly Amount

Monthly Distribution First 1 of 1 Last

Distribution Date	Distribution Amount

Save Return to Search Include History Correct History

Step	Action
5.	Click the green book icon to view field descriptions for Transit Subsidy .

Field	Description
Effective Date	Enter the effective date of the subsidy.
Status	Select the status of Active.
Program	Select either Transit or Parking.
Quarterly Amount	Enter the maximum total allowed per quarter.
Monthly Distribution Information	Enter the Distribution Date and Distribution Amount each time a new distribution is made to the employee.

Step	Action
6.	This completes Transit Subsidy . End of Procedure.

Module 6 Labor Relations

Overview and Objectives

The Labor Relations component is used to track employee relations issues initiated by and employee, a department, or a union representative. Currently, no agencies are using this module, but it will open to all agencies in EmpowHR 9.0

After completing this module, participants will be able to:

- Create and maintain Disciplinary Actions
- Create and maintain Grievances
- Create and maintain Information Requests
- Create and maintain Unfair Labor Practices

Labor Relations

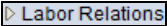

Overview


This section is new to EmpowHR 9.0 and open to all agencies.

Adverse Actions

This section demonstrates the functionality of Adverse Actions.



Step	Action
1.	Click the Labor Relations link. 
2.	Click the Adverse Actions link. 


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 - EmpowHR Process Monitor

Adverse Actions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Disciplinary Action Control #: begins with

EmpID: begins with

Disciplinary Type: begins with

☐ Include History ☐ Correct History

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)


[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
3.	Click the Search button.

Search

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Adverse Actions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value [Add a New Value](#)

Disciplinary Action Control #: begins with

EmplID: begins with

Disciplinary Type: begins with

☐ Include History ☐ Correct History


[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-92 of 92 Last

Disciplinary Action Control #	EmplID	Disciplinary Type
04-12	081809	FAL
04-13	078196	PRF
04-15	081003	AWL
04-16	078236	AWL
04-17	081501	AWL
04-18	081640	PRF
04-19	079096	CPO
04-2	079383	CMP
04-20	082991	UNR
04-22	081166	AWL
04-23	081123	AWL
04-25	082239	CPO
04-26	082217	FAL
04-27	080254	MSC
04-28	079609	AWL
04-29	080878	CPO
04-3	080776	AWL
04-31	078236	AWL
04-32	078664	STC
04-33	082586	CPO
04-34	079178	CMP

Step	Action
4.	Click the 04-12 link.
5.	Click the green book icon to view field descriptions for Adverse Actions .



Field	Description
Control #	Number is added when adding an adverse action or displays when viewing an existing action.
Proposal Date	Effective date of the offense
Offense Type	Offense type displays or selected from list.
Employee ID	Employee's EmpowHR ID displays for an existing action or is entered when adding an action. Employee's Race, Sex, Bargaining Unit, Job Code, Pay Plan-Occ-Grade and Department ID displays or defaults when adding an action.
Incident Description	Description of offense displays or entered.
Proposed Action	Proposed action to be taken due to the offense displays or is selected.
Recommendation	Recommendation to resolve action displays or selected.
Recommendation Date	Date of recommendation is entered or displays.
Decision	Decision to resolve adverse actions displays or selected.
Decision Date	Date of decision is entered or displays.

Step	Action
6.	This completes Adverse Actions . End of Procedure.

Grievances


This section demonstrates the functionality of Grievances.



Step	Action
1.	Click the Labor Relations link. Labor Relations
2.	Click the Grievances link. Grievances

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Grievances

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

Grievance ID: begins with


Description: begins with

Filed By: =


EmplID: begins with

Contact Name: begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)


Find an Existing Value | [Add a New Value](#)

Step	Action
3.	Click the Search button. 
4.	Click the Performance link.
5.	Click on the green book icon to view the fields on the Grievances page.

Field	Description
Grievance ID	Number is added when adding a grievance or displays when viewing an existing grievance.
Filed By section	Active radio button indicates if the grievance is filed by a labor organization or an employee. Bargaining Unit information displays or is selected when grievance is filed by an employee.
Security	Department displays or selected.
Contract Ref	Contract reference information displays or entered.
Grievance Date	Date of the grievance displays or is entered.
Type	Type of grievance displays or selected.
Status	Grievance status displays or selected.
Assigned To	EmplID displays or selected for individual assigned the grievance.
Due Date	Date grievance is due displays or entered.
Description	Description of grievance displays or entered.

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Grievance | [Grievance Step](#) | [Arbitration](#) | [Grievance Resolution](#)

Grievance ID: 0000000001

Filed By

☐ Labor Org ☒ Employee B Barg Unit: 0400 FOP

☐ Other

Security

Department: 920808 LC POLICE FORCE

Contract Ref: crtl

*Grievance Date: 10/06/2004 *Type: 003 Performance

Status: Closed

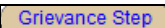
Assign To:


Due Date: 11/04/2004

*Description:

Ofr allegedly shoved a patron. (on video) Proposed adv act. Extension granted to 11/10/04. DENIED 11/10/04
 Invoked arb 11/24/04. Recd FMCS list 12/1/04 FMCS Case No. (3) Arb
 Arb held Feb 24, 2005. Decision held in favor of LC May 2005

[Grievance](#) | [Grievance Step](#) | [Arbitration](#) | [Grievance Resolution](#)


Step	Action
6.	Click the Grievance Step tab. 
7.	Click the green book icon to view the fields on the Grievance Step page.



Field	Description
Grievance Step	Grievance step displays or selected.
Action Date	Date of the grievance step displays or entered.
Resolution Date	Date of the grievance step's resolution displays or entered.
Discussed With	Information pertaining to the grievance information discussed displays or entered.
Letter Code	Code used to identify letter used in conjunction with the grievance step resolution displays or entered.
Letter Dt	Date letter was sent displays or entered.
Step Resolution	Step resolution displays or entered.
Comment	Comments pertaining to step resolution displays or entered.

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Grievance | **Grievance Step** | Arbitration | Grievance Resolution

Grievance ID: 0000000001 Grievance Date: 10/06/2004 Grievance Type: Performanc Status: Closed


[Find](#) | [View All](#) First 1 of 1 [Last](#)


*Grievance Step:  Appealed


*Action Date: 07/08/2008 

Resolution Date: 







Discussed With:

Letter Code: GRF  Filing


Letter Dt: 


Step Resolution: 

Comment:

 Save  Return to Search  Previous in List  Next in List  Add  Update/Display

[Grievance](#) | [Grievance Step](#) | [Arbitration](#) | [Grievance Resolution](#)


Step	Action
8.	Click the Arbitration tab. 
9.	Click the green book icon to view the fields on the Arbitration page.



Field	Description
Arbitrator	Name of arbitrator displays or entered.
Hearing Date	Date of the hearing displays or entered.
Counselor	Name of the counselor displays or entered.
Witness	Name of the witness displays or entered. Multiple witnesses can be added or viewed.
Description	Description of witness displays or entered.

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Grievance | **Grievance Step** | **Arbitration** | **Grievance Resolution**

Grievance ID: 0000000001

Arbitrator:

Hearing Date:







Counselor:

Witness View All First 1 of 1 Last


*Witness:


Description:

FMCS Case No. Disciplinary

 Save  Return to Search  Previous in List  Next in List  Add  Update/Display

[Grievance](#) | [Grievance Step](#) | [Arbitration](#) | [Grievance Resolution](#)

Step	Action
10.	Click the Grievance Resolution tab. 
11.	Click the green book icon to view the fields on the Grievance Resolution page.



Field	Description
Final Resolution	Final grievance resolution displays or entered.
Resolution Comments	Comments pertaining to the resolution display or entered.

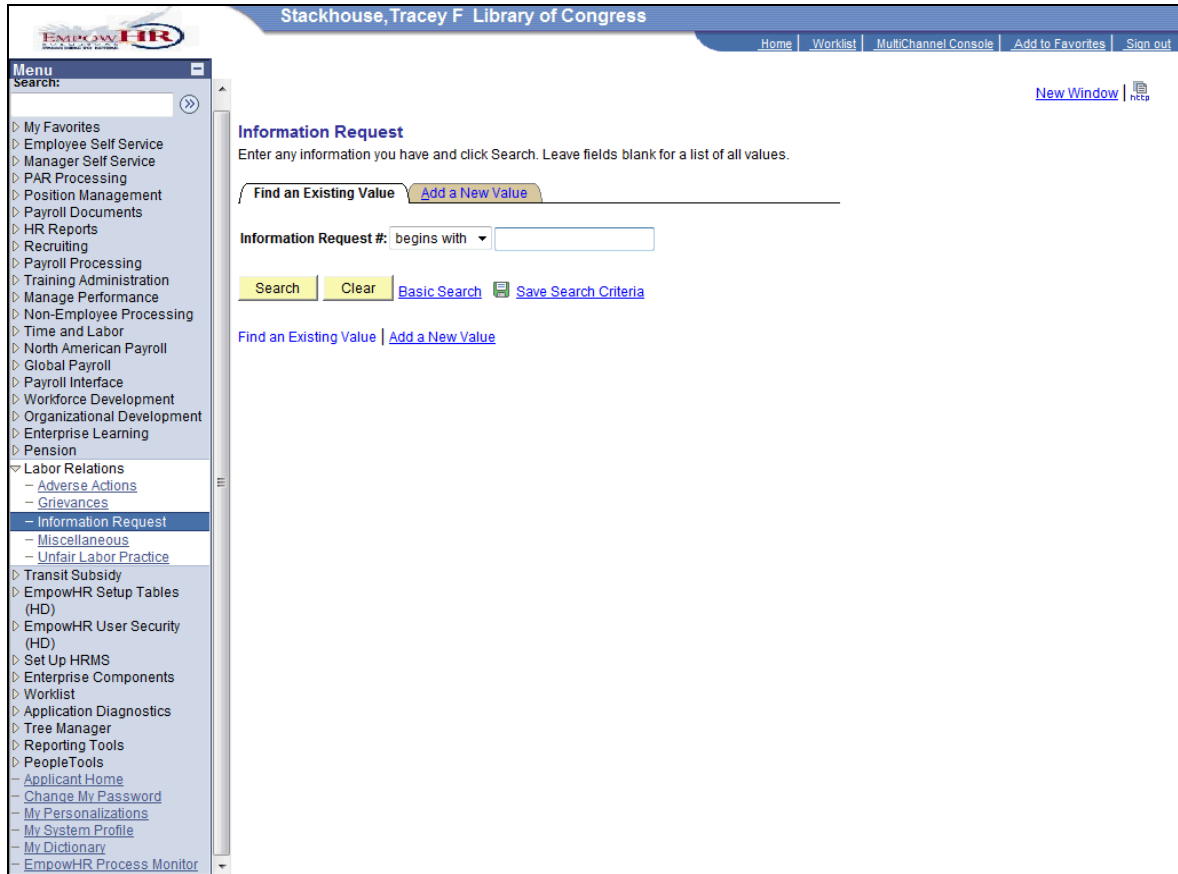
Step	Action
12.	This completes Grievances . End of Procedure.

Information Request


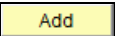
This section demonstrates the functionality for Information Request.




Step	Action
1.	Click the Labor Relations link. Labor Relations
2.	Click the Information Request link. Information Request



The screenshot shows the EmpowHR web application interface. At the top, there is a navigation bar with the user name "Stackhouse, Tracey F" and the role "Library of Congress". The navigation bar includes links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. On the left, there is a menu with various categories like My Favorites, Employee Self Service, Manager Self Service, PAR Processing, Position Management, Payroll Documents, HR Reports, Recruiting, Payroll Processing, Training Administration, Manage Performance, Non-Employee Processing, Time and Labor, North American Payroll, Global Payroll, Payroll Interface, Workforce Development, Organizational Development, Enterprise Learning, Pension, Labor Relations, Adverse Actions, Grievances, Information Request, Miscellaneous, Unfair Labor Practice, Transit Subsidy, EmpowHR Setup Tables (HD), EmpowHR User Security (HD), Set Up HRMS, Enterprise Components, Worklist, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, Applicant Home, Change My Password, My Personalizations, My System Profile, My Dictionary, and EmpowHR Process Monitor. The main content area is titled "Information Request" and contains a search form. The search form has a "Find an Existing Value" tab and an "Add a New Value" tab. Below the tabs, there is a text input field labeled "Information Request #:" with a dropdown menu set to "begins with". There are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria". At the bottom of the search form, there are links for "Find an Existing Value" and "Add a New Value".

Step	Action
3.	Click the Add a New Value tab. 
4.	Enter the desired information into the Information Request # field. Enter a valid value e.g. "006-99".
5.	Click the Add button. 
6.	Click the green book icon to view the fields on the Information Request page.



Field	Description
Information Request #	Active radio button indicates if the information request is filed by a labor organization or an employee. Bargaining Unit information displays or is selected when information request is filed by an employee.
Contact Name	Contact name displays or entered.
Assigned To	EmplID displays or selected for individual assigned the information request.
Date Filed	Date displays or entered when information request is filed.
Response Due Date	Date displays or entered when the request response is due.
Description	Description of the information request displays or entered.
Status	Status of the information request displays or entered. Multiple information request statuses can be maintained.
Status Date	Date for each information request status displays or entered.

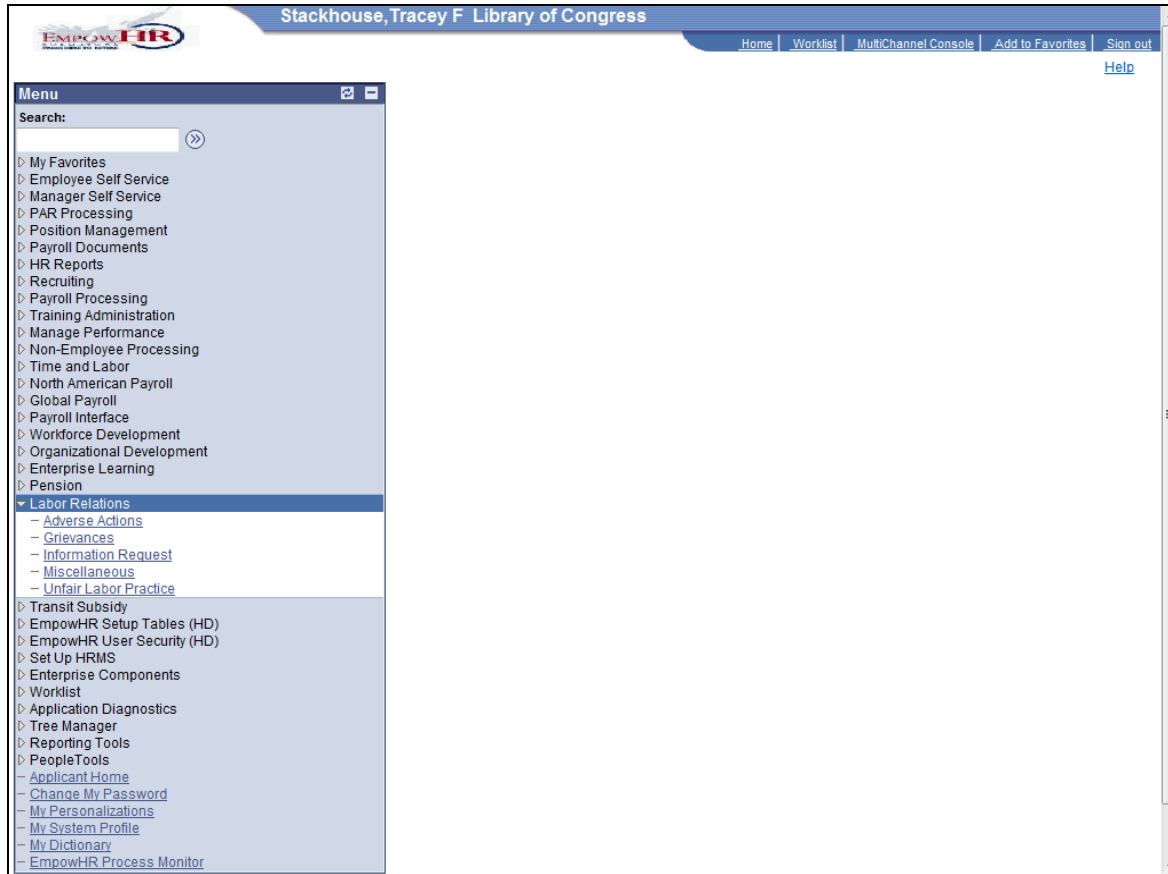
Step	Action
7.	This completes Information Request . End of Procedure.

Miscellaneous

This section demonstrates Miscellaneous.




Step	Action
1.	Click the Labor Relations link. ▶ Labor Relations



Step	Action
2.	Click the Miscellaneous link. Miscellaneous

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Miscellaneous


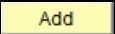
Enter any information you have and click Search. Leave fields blank for a list of all values.


Find an Existing Value **Add a New Value**

Tracking Nbr for Misc LR: begins with

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
3.	Click the Add a New Value tab. 
4.	Enter the desired information into the Tracking Nbr for Misc LR field. Enter a valid value e.g. " 07-999 ".
5.	Click the Add button. 
6.	Click the green book icon to view the fields on the Miscellaneous page.



Field	Description
Tracking Nbr	Tracking number displays or entered for LR.
Description	Miscellaneous information displays or entered for the LR.
Contact Name	Contact name displays or entered.
Date Received	Date the LR was received displays or entered.
Response Due	Checkmark indicates a response is due.
Due Date	Date the response to the LR is due displays or entered.
Comments	Comments display or entered.
Status	Status displays or entered. Multiple statuses can be maintained.
Status Date	Date for each information request status displays or entered.

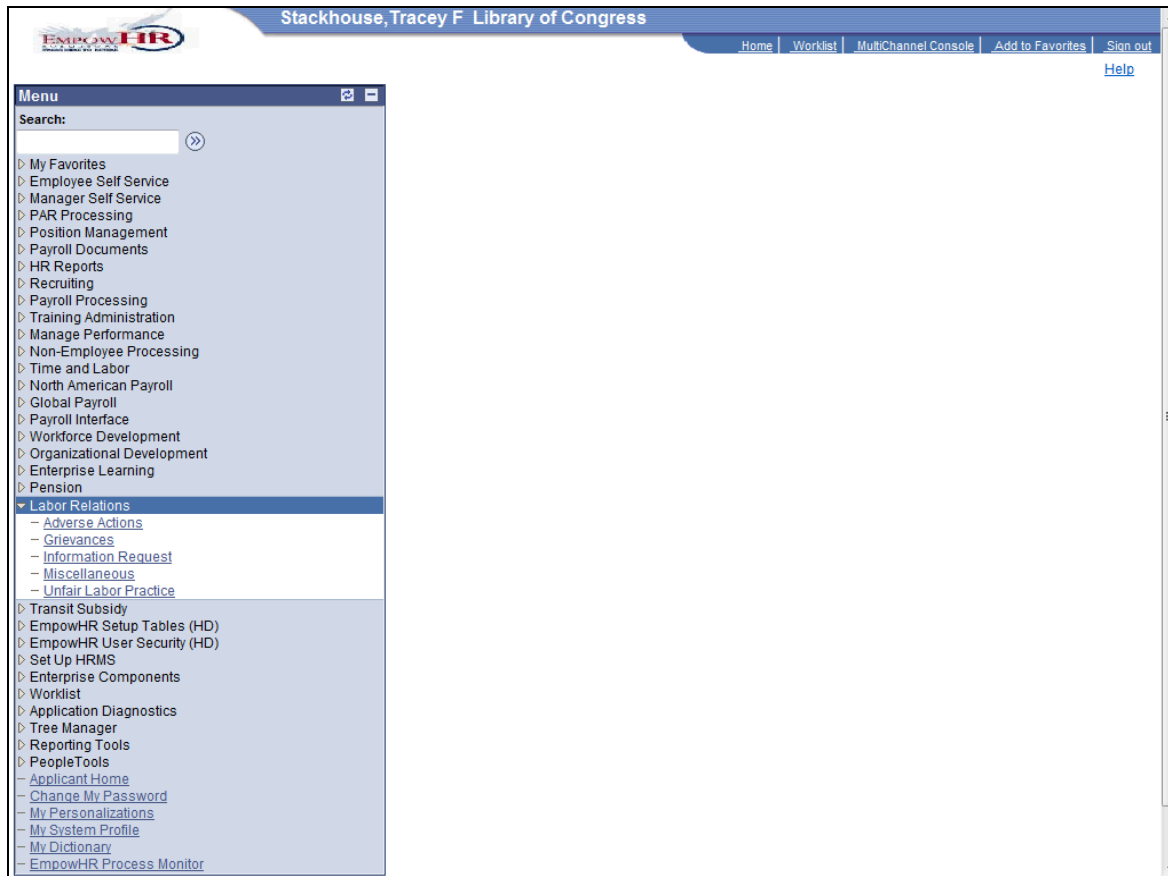
Step	Action
7.	This completes Miscellaneous . End of Procedure.

Unfair Labor Practice

This section demonstrates the functionality for Unfair Labor Practice.



Step	Action
1.	Click the Labor Relations link. ▶ Labor Relations



Step	Action
2.	Click the Unfair Labor Practice link. Unfair Labor Practice

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Unfair Labor Practice

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

ULP ID Number: begins with

EmplID: begins with


Bargaining Unit: begins with

☐ Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
3.	Click the Add a New Value tab. <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 2px 5px; display: inline-block;">Add a New Value</div>



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Unfair Labor Practice

[Find an Existing Value](#) | [Add a New Value](#)

ULP ID Number:


[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
4.	Enter the desired information into the ULP ID Number field. Enter a valid value e.g. " 04-999 ".

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- ▶ EmpowHR Setup Tables (HD)
- ▶ EmpowHR User Security (HD)
- ▶ Set Up HRMS
- ▶ Enterprise Components
- ▶ Worklist
- ▶ Application Diagnostics
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ PeopleTools
- [Applicant Home](#)
- [Change My Password](#)
- [My Personalizations](#)
- [My System Profile](#)
- [My Dictionary](#)
- [EmpowHR Process Monitor](#)


Unfair Labor Practice

[Find an Existing Value](#) | [Add a New Value](#)

ULP ID Number:


[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
5.	Click the Add button.
	<input type="button" value="Add"/>



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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | 

Menu


Search:


- My Favorites
- Employee Self Service
- Manager Self Service
- PAR Processing
- Position Management
- Payroll Documents
- HR Reports
- Recruiting
- Payroll Processing
- Training Administration
- Manage Performance
- Non-Employee Processing
- Time and Labor
- North American Payroll
- Global Payroll
- Payroll Interface
- Workforce Development
- Organizational Development
- Enterprise Learning
- Pension
- Labor Relations
 - Adverse Actions
 - Grievances
 - Information Request
 - Miscellaneous
 - Unfair Labor Practice
- Transit Subsidy
- EmpowHR Setup Tables (HD)
- EmpowHR User Security (HD)
- Set Up HRMS
- Enterprise Components
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
- Applicant Home
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- EmpowHR Process Monitor

Unfair Labor Practice 1 | **Unfair Labor Practice 2**


ULP ID #: 04-999

Filed By

☒ Labor Org 



☐ Employee 

☐ Other


Barg Unit: 




Investigator:

Judge:

☐ Complaint Issued Issued Date:  Agency Reply Date: 

Status View All First 1 of 1 Last

*Status: *Status Date: 

 Save  Add  Update/Display


[Unfair Labor Practice 1](#) | [Unfair Labor Practice 2](#)

Step	Action
6.	Click the green book icon to see the fields on the Unfair Labor Practice page.

Field	Description
ULP ID #	Number is added when adding an unfair labor practice or displays when viewing an existing unfair labor practice.
Filed By Section	Active radio button indicates if the grievance is filed by a labor organization or an employee. Bargaining Unit information displays or is selected when grievance is filed by an employee.
Investigator	Name of individual investigating the unfair labor practice displays or entered.
Judge	Name of judge presiding over the unfair labor practice displays or entered.
Complaint Issued	Checkmark indicates a complaint was issued on the unfair labor practice.
Issued Date	The date the complaint was issued displays or entered.
Agency Reply Date	Date by which an agency must replay to the unfair labor practice.
Status	Status of the unfair labor practice displays or entered. Multiple statuses can be maintained.
Status Date	Date of the unfair labor practice status displays or entered.

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Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | 

Menu Search: >>

- My Favorites
- Employee Self Service
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- HR Reports
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 - EmpowHR Process Monitor

Unfair Labor Practice 1 | Unfair Labor Practice 2

ULP ID #: 04-999

Filed By

☒ Labor Org

☐ Employee

☐ Other

Barg Unit:

Investigator:


Judge:

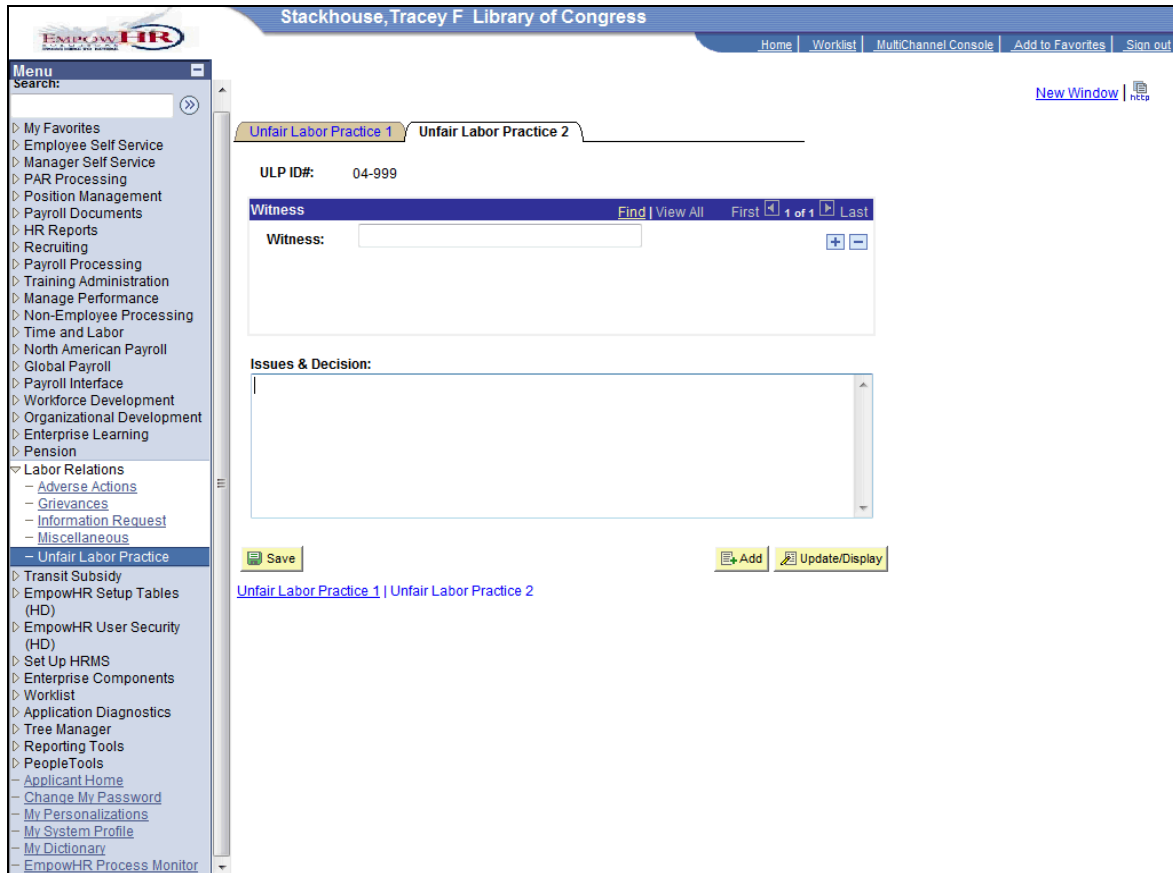
☐ Complaint Issued Issued Date: Agency Reply Date:

Status View All First 1 of 1 Last

*Status: *Status Date:


[Unfair Labor Practice 1](#) | [Unfair Labor Practice 2](#)

Step	Action
7.	Click the Unfair Labor Practice 2 tab. 



The screenshot shows the EmpowHR system interface. The top navigation bar includes the EmpowHR logo, the user name "Stackhouse, Tracey F Library of Congress", and links for Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. A "New Window" button is also present. The left sidebar contains a "Menu" section with a search bar and a list of navigation items, including "Unfair Labor Practice" which is currently selected. The main content area displays the "Unfair Labor Practice 2" tab. It shows a "ULP ID#" of 04-999. Below this is a "Witness" section with a "Find | View All" link and a "First 1 of 1 Last" indicator. A "Witness:" label is followed by a text input field and a "+ -" button. Below the witness section is an "Issues & Decision:" section with a large text area. At the bottom of the main content area are "Save", "Add", and "Update/Display" buttons. A link "Unfair Labor Practice 1 | Unfair Labor Practice 2" is also visible.

Step	Action
8.	Click the green book icon to see the fields on the Unfair Labor Practice 2 page.



Field	Description
Witness	Name of the witness displays or entered. Multiple witnesses can be maintained.
Issues & Decisions	Information pertaining to an unfair labor practices issues and decisions displayed or entered.



Training Guide

EmpowHR 8.8 to 9.0 Transition Training

Step	Action
9.	This completes Unfair Labor Practice. End of Procedure.

Module 7 Summary and Wrap Up



Summary and Wrap Up

Summary

At the beginning of the course, objectives were established. Can you now:

- Identify changes to navigation?
- Identify changes to pages?
- Enter transit allowances?
- Enter certifications?
- Enter educational information?
- Locate and be aware of new functionality?
- Enter labor information?



Summary and Wrap Up

Questions?